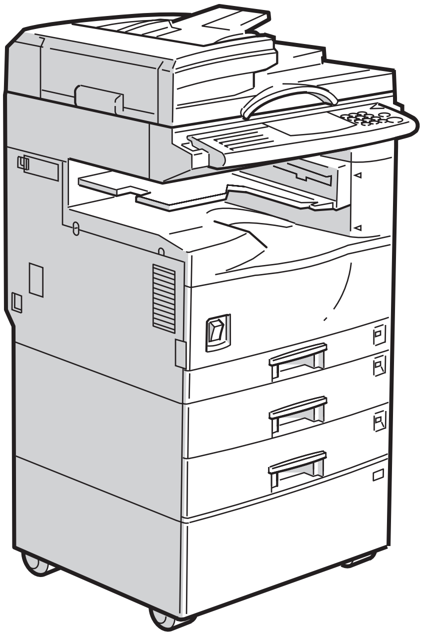
RICOH

Aficio
180

OPERATING INSTRUCTIONS
COPY REFERENCE



Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

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Aficio 180 OPERATING INSTRUCTIONS

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Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes:

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Operator Safety:

This machine is considered a CDRH class I laser device, safe for office/ EDP use. The machine contains a 5-milliwat, 760 - 800 nanometer wavelength, GaAIAs laser diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

Two kinds of size notation are employed in this manual. With this machine refer to the Inch version.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts in your Ricoh office product.

Power Source:

120V, 60Hz, 10A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see ⇒ P.87 *“Power Connection”*.

USA (This information is for facsimile option users only.)

❖ FCC Requirements

1. This equipment complies with Part 68 of the FCC rules. On the cover of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.
2. This equipment uses the following USOC jack: RJ11C
3. The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the REN's should not exceed five (5.0). Contact the telephone company to determine the maximum REN for the calling area.
4. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.
5. The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications in order to maintain uninterrupted service.
6. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.
7. If you cannot correct the problem, please contact the RICOH CORP. CUSTOMER SUPPORT DEPT. at 1-800-FASTFIX for repair and warranty information. If it is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.
8. This equipment cannot be used on telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

❖ WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

CANADA (This information is for facsimile option users only.)

The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational, and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

| means POWER ON.

⏻ means STAND BY.

Safety Information

When using your machine, the following safety precautions should be always followed.

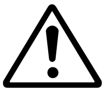
Safety During Operation

In this manual, the following important symbols are used:

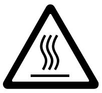
⚠ ***WARNING:***
Ignoring this warning could cause serious injury or even death.

⚠ ***CAUTION:***
Ignoring this caution could cause injury or damage to property.

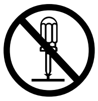
Examples Of Indications



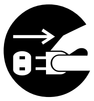
Symbols ⚠ mean a situation that requires you take care.



Symbols ⚠ mean "Hot surface".



Do NOT carry out the operation represented by this symbol ⊘.
This example means "Do not take apart".



Symbols ● mean you MUST perform this operation.
This example means "You must remove the wall plug".

⚠ *WARNING:*

- ***Only connect the machine to the power source described on the inside front cover of this manual.***
- ***Avoid multi-wiring.***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock or fire.***
- ***Do not plug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur.***

- ***Make sure the wall outlet is near the machine and freely accessible so that in event of an emergency it can be unplugged easily.***

- ***Do not remove any covers or screws other than those specified in this manual. Some parts of the machine are at a high voltage and could give you an electric shock. Also, if the machine has laser systems, direct (or indirect) reflected eye contact with the laser beam may cause serious eye damage. When the machine needs to be checked, adjusted, or repaired, contact your service representative.***
- ***Do not take apart or attempt any modifications to this machine. There is a risk of fire, electric shock, explosion or loss of sight. If the machine has laser systems, there is a risk of serious eye damage.***

- ***If the machine looks damaged or breaks down, smoke is coming out, there is a strange smell or anything looks unusual, immediately turn off the operation and main power switches then unplug the power cord from the wall. Do not continue using the machine in this condition. Contact your service representative.***
- ***If metal, liquid or foreign matter falls into the machine, turn off the operation and main power switches, and unplug the main power cord. Contact your service representative. Do not keep using the machine with a fault or defect.***

- ***Do not put any metal objects or containers holding water (e.g. vases, flowerpots, glasses) on the machine. If the contents fall inside the machine, a fire or electric shock could occur.***

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of the used toner containers according to local regulations for plastics.***

⚠ *CAUTION:*

- *Keep the machine away from humidity and dust. A fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, it could cause injury.*

- *After you move the machine, fix it with the caster fixture. Otherwise, the machine might move or come down to cause a personal injury.*

- *Before moving the machine, be sure to pull all four handles fully out. Not doing this may result in an injury, such as getting your fingers pinched. After moving the machine, return the four handles to their original positions.*
- *When the optional paper tray unit is installed, do not push the upper part of the main unit horizontally. If the paper tray unit becomes detached from the main unit, this could cause an injury.*

- *When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.*
- *When the machine will not be used for a long time, unplug the power cord.*

- *When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.*

- *If you use the machine in a confined space, make sure there is a continuous air turnover.*

- *Do not reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.*

- *When removing misfed paper, do not touch the fusing section because it could be very hot.*

- *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*

⚠

- *Do not eat or swallow toner.*
- *Keep toner (used or unused) and toner containers out of reach of children.*

⚠

- *This equipment is only to be installed by a qualified service personnel.*

⚠

- *Deliver to collection point for waste products. Do not be disposed of via domestic refuse collection.*

ENERGY STAR Program

As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.
When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.
This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode

- Low-power Mode

This product automatically lowers its power consumption 15 minutes after the last copying or printing. To exit Low-power mode, press the **【Energy Saver】** key.

For how to change the default interval before entering Low-power mode, see“Energy Saver Timer”of the“System Settings”.

- Sleep Mode (Machines with fax or printer option.)

This product automatically lowers its power consumption 15 minutes after the last copying or printing even further. Printing a received fax and printing are available in this mode, but If you use the copier, press the operation switch.

For how to change the default interval before entering Sleep mode, see“Auto Off Timer”of the “System Settings”.

- Auto Off Mode (Machines with copier feature only.)

To conserve energy, this copier automatically turns off 30 minutes after the last copying job has been completed. To exit the Auto Off Mode, turn on the main switch. For how to change the default interval before entering Auto Off mode, see“Auto Off Timer”of the “System Settings”.

Specification

		Copier only		Fax or Printer is installed.	
		Level 1	Level 2	Level 1	Level 2
Low-power Mode	Power consumption	about 60W	about 30W	about 74W	about 50W
	Default interval	15min.			
	Recovery time	10 sec.	20 sec.	10 sec.	20 sec.
Sleep Mode[*1]	Power consumption	Not Available		less than 36W [*3]	
	Default interval			30 min.	
Auto Off Mode[*2]	Power consumption	0W[*3]		Not Available	
	Default interval	30 min.			

[*1] Fax or Printer function in addition to standard Copier function.
[*2] Only for Copier function.
[*3] Based on Energy Star measurements.

Recycled paper

Please contact your sales or service representative for recommended recycled paper types that may be used in this machine.

How to Read this Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

⚠ ***CAUTION:***

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

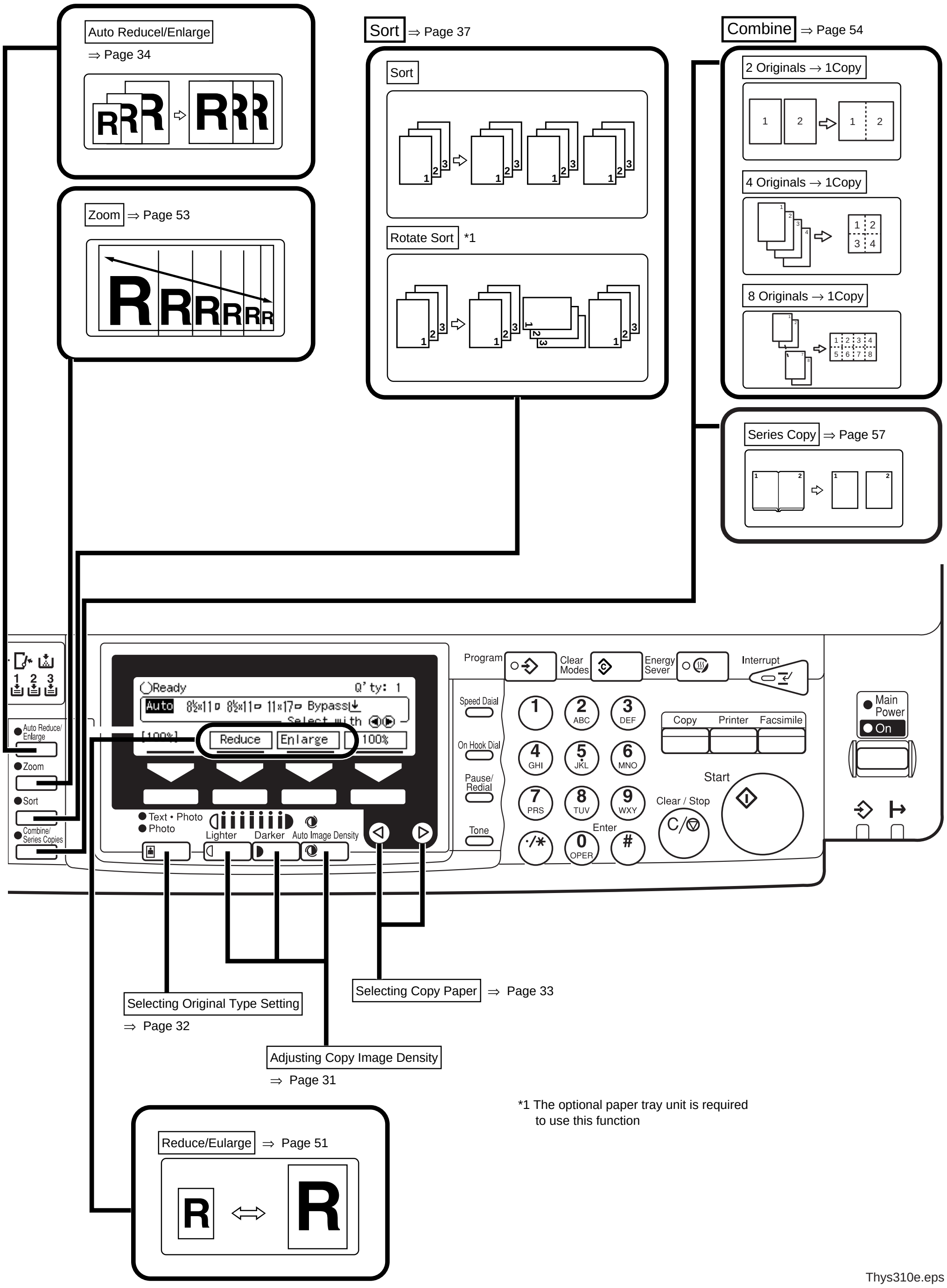
[ ]

Keys that appear on the machine's panel display.

【 】

Keys built into the machine's operation panel.

What You Can Do with this Machine (Copy Mode)



*1 The optional paper tray unit is required to use this function

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2. Copying

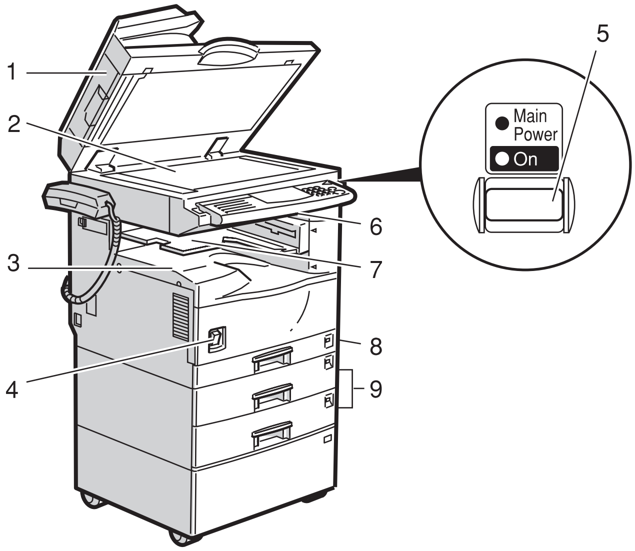
3. What to do If Something Goes Wrong

4. User Tools (Copy Features)

5. Remarks

6. Specification

Guide to Components



1. **Platen cover (option) or Document Feeder (ADF) (option)**
Lower the platen cover over originals placed on the exposure glass for copying. If you have the document feeder, insert a stack of originals here. They will be fed automatically.
(The illustration shows the document feeder.)

2. **Exposure glass**
Position originals here face down for copying. See ⇒ P.14 *"Originals"*.

3. **Internal tray**
Copied paper is delivered here face down.

4. **Main power switch**
The Machine with copy feature only:
Turn on this switch to activate the machine. Turn off this switch to shut off.
The Machine with fax or printer option:
Do not touch this switch. This switch is used only by a service representative when the optional fax unit is installed.

Note

- ❒ If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on.

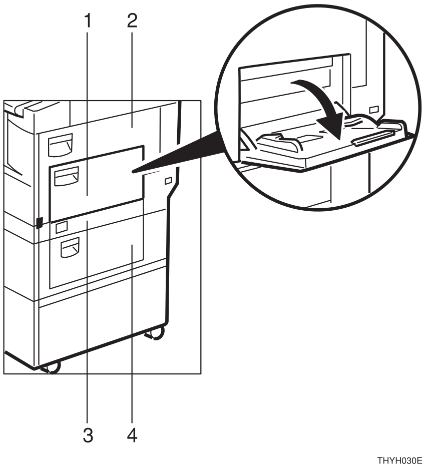
5. **Operation switch**
The Machine with fax or priner option:
Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off).

6. **Operation panel**
See ⇒ P.4 *"Operation Panel"*.

7. **Internal tray 2 (option)**
You can specify a tray to which documents are delivered for each mode (copy, facsimile, and printer.)

8. **Paper tray (Tray 1)**
Set paper here. See ⇒ P.66 *"Loading Paper"*.

9. **Paper tray unit (Tray 2, 3) (option)**



1. Bypass tray

Use to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, envelopes and non-standard size paper. See ⇒ P.39 *"Copying from the Bypass Tray"*.

2. Side cover

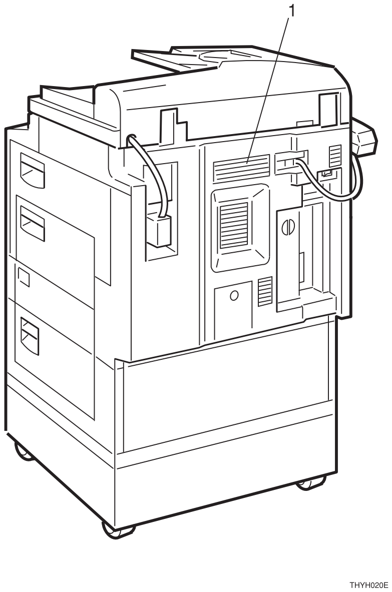
Open to remove jammed paper fed from the paper tray, or to replace the toner cartridge.

3. Paper tray side cover

Open this cover to remove jammed paper which fed from the paper tray unit.

4. Optional paper tray side cover

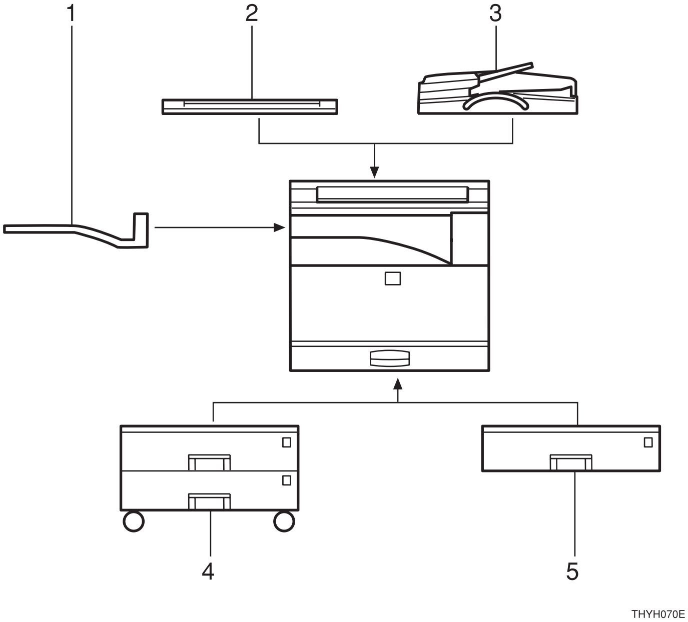
Open this cover to remove jammed paper which fed from the optional paper tray unit.



1. Ventilation hole

Prevents overheating. Do not obstruct the ventilation hole by placing or leaning an object near it. If the machine overheats, a fault might occur.

Options



1. **Internal tray 2 (1 bin tray)**

If you selected this as the output tray, copied paper is delivered here face down. See "14. Output Tray Prio." in the "System Settings".

2. **Platen cover**

Lower this cover over originals for copying.

3. **Document feeder (ADF)**

Insert a stack of originals here.

They will be fed automatically.

4. **Paper tray unit**

Consists of two paper trays.

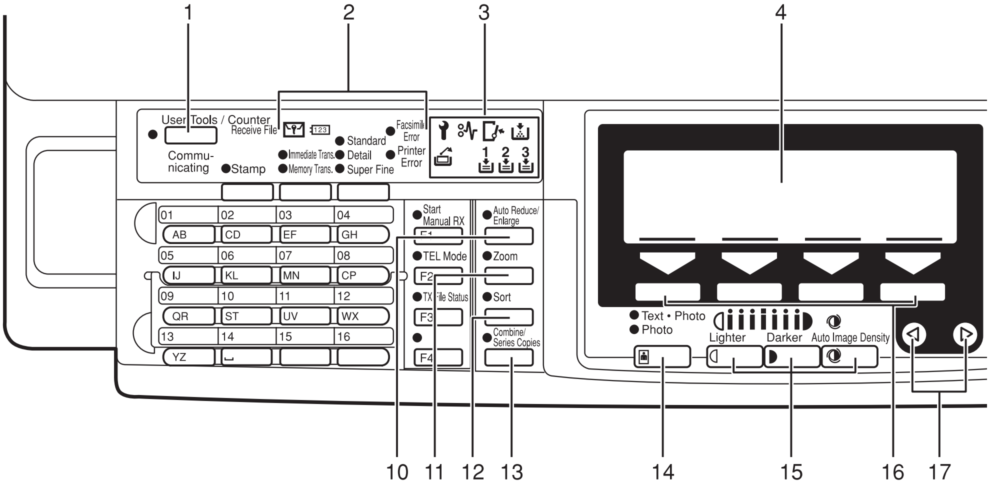
5. **Paper tray unit**

Consist of one paper tray.

Other options:

- 48MB copier memory unit

Operation Panel



1. 【User Tools/Counter】 key

- User Tools
  Press to change the default settings and conditions to meet your requirements.
- Counter
  Press to check or print the total number of copies made.
  See ⇒ P.75 *"User Tools (Copy Features)"*.

2. Operation panel for facsimile mode (for machine with optional fax function)

See the "Facsimile Reference".

3. Indicators

These indicators show errors or the status of the machine.

See ⇒ P.61 *"What to do If Something Goes Wrong"*.

4. Panel display

Shows operation status, error messages, and function menus. See ⇒ P.6 *"Panel Display"*.

5. 【Program】 key

Press to select the program mode. See ⇒ P.47 *"Program—Storing Your Copy Settings in Memory"*.

6. 【Clear Modes】 key

Press to clear the previously entered copy job settings.

7. 【Energy Saver】 key

Use to switch to and from Energy Saver mode. See ⇒ P.49 *"Energy Saver Mode—Saving Energy"*.

8. 【Interrupt】 key

Press to make interrupt copies during a copy run. See ⇒ P.49 *"Interrupt—Temporarily Stopping One Job to Copy Something Else"*.

9. Operation switch

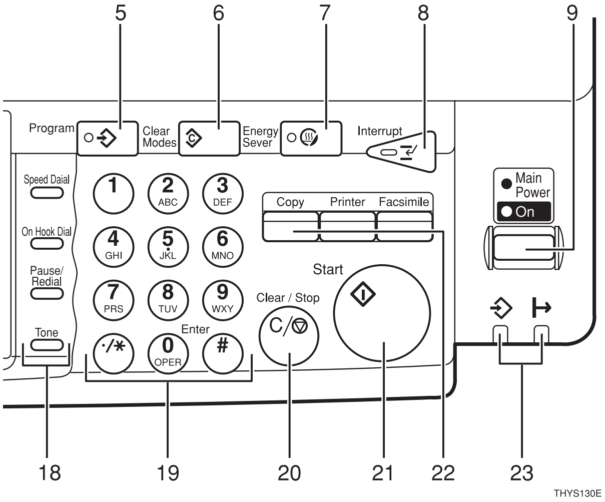
Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off).

10. 【Auto Reduce/Enlarge】 key

Enlarges or reduces the image automatically according to the specified paper size.

11. 【Zoom】 key

Changes the reproduction ratio in 1% steps.



12. 【Sort】 key

Sort/Rotate Sort: automatically sorts copies.

13. 【Combine/Series Copy】 key

Press to select "Combine" or "Series Copy".

14. 【Original Type】 key

Press to select the type of your originals.

15. 【Lighter】 and 【Darker】 keys and 【Auto Image Density】 key

Adjusts the copy image density.

16. Selection keys

Press the key under the item you wish to select.

17. ◁▷ keys (Cursor keys)

Press to select an item on the panel display.

18. Operation panel for facsimile mode (for machines with optional fax function)

See the "Facsimile Reference".

19. 【Number】 keys

Use to enter the desired number of copies and data for selected modes.

Use the 【#】 key to enter data in selected modes.

20. 【Clear/Stop】 key

While entering numbers, press to cancel a number to have entered. While copying, press to stop copying.

21. 【Start】 key

Press to start copying. Use to set the Auto Start. See ⇒ P.50 *"Auto Start—Entering Copy Job Settings During the Warm-up Period"*.

22. Function keys

Press to change modes. To use copy functions, press the 【Copy】 key.

23. Indicators (with the printer option)

These indicators shows the status of the printer.

See the "Printer Reference".

Panel Display

The panel display shows operational status, error messages, and function menus.

Important

❒ Do not apply a strong shock or force of about 30N (about 3kgf) or more to the panel display. Otherwise, the display might be damaged.

Note

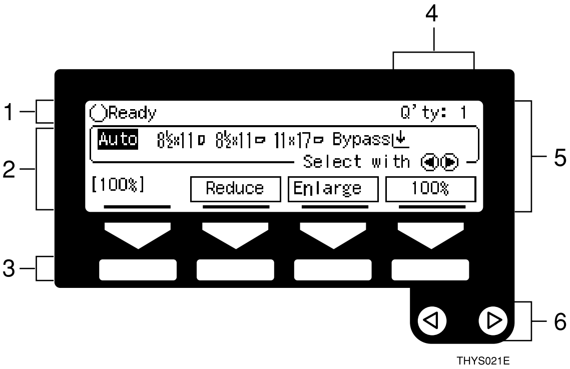
❒ When you select or specify an item on the panel display, it is highlighted like Auto.

❒ Keys appearing as OK cannot be used.

❒ By default, the machine is in Copy mode when you switch on. This can be changed. See "Settings You Can Change With The User Tools" of the System Settings.

Displays and Key Operations

❖ Copy initial display



1. The machine status and messages appear here.

2. Items which can be selected or specified.

3. These four keys correspond to the keys that are in the bottom line of the display (e.g.[Reduce], [Enlarge], and [100%] in the above display).
Press the relevant key to select a key in the display.

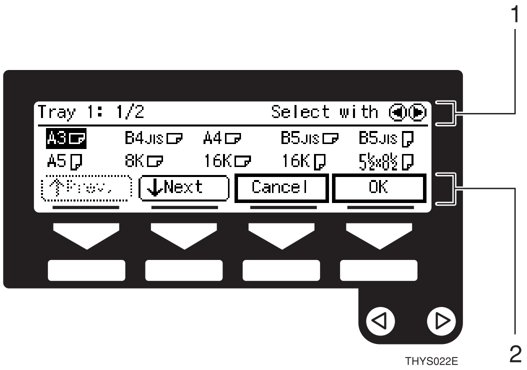
4. Number of copies set.

5. Setting for this function.

6. Press these keys to select an item on the display.

- To move the selection to the left, press the ◁ key.
- To move the selection to the right, press the ▷ key.

❖ Function menu display



1. **Displays operational status or message.**

2. **Displays items which can be selected or specified.**

❖ Common keys

[OK]	Sets a selected function or entered value and returns to the previous display.
[Cancel]	Cancels a selected function or entered value and returns to the previous display.
[↑Prev.][↓Next]	When there are too many items fit on the display, use these keys to move between pages.
◁▷	Press to highlight the selection you wish to select.
[Prev Menu]	Press to return to the previous menu.
[Exit]	Sets a selected function or entered value and returns to the initial display.

1. Basics

Starting the Machine

To start the machine, turn on the operation switch.

Note

- ❒ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See “08. Energy Saver Timer”, “09. Auto Off Timer” of the System Settings.

Power switches

This machine has two power switches: See ⇒ P.1 *“Guide to Components”*.

❖ **Operation switch (right side of the operation panel)**

The Machine only with Fax or Printer option:
Turn on this switch to activate the machine. When the machine has warmed up, you can make copies or send faxes.

❖ **Main power switch (left side of the front panel)**

The machine only with copy feature:
Turn on this switch to activate the machine. Turn off this switch to shut off.
The machine with Fax or Printer option:
Do not touch the main power switch. It should be used only by a service representative when the optional fax unit is installed.

Important

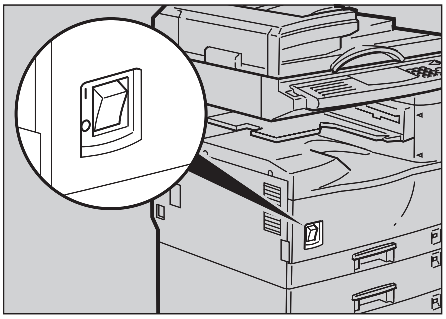
- ❒ If you leave the main power switch off for more than about one hour, all fax files in memory will be lost. See “Turning Off The Power” of the Facsimile Reference.

When the Machine Only with Copy Feature

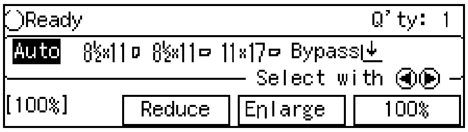
Turning on the power

1 **Make sure that the power cord is plugged into the wall outlet firmly.**

2 **Turn the main switch on.**



The panel display will come on.



```
Ready                              Q'ty: 1
Auto  8½×11▫ 8½×11▭ 11×17▭ Bypass
                      Select with ◀▶
[100%]        Reduce   Enlarge   100%
```

Note

- ❒ During the warm-up period (less than 30 seconds.), you can use the Auto Start function. See ⇒ P.50 *“Auto Start—Entering Copy Job Settings During the Warm-up Period”*.

When the machine is set for user codes

1 Enter your user code using the 【Number】 keys. Then press the 【#】 key.

Note

- ❒ To prevent others from making copies with your user code, press the 【**Clear Modes**】 key and the 【**Clear/Stop**】 key simultaneously after copying.

Reference

For setting user codes, see ⇒ P.81 *"1. General Features4/4"*.

When the 【Energy Saver】 indicator is lit

The machine is in Energy Saver mode.

1 Press the 【Energy Saver】 key.

The machine will return to the ready condition.

Note

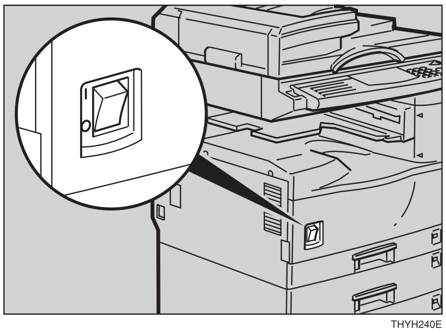
- ❒ The machine will also return to the ready condition when an original is set in the document feeder, or when the platen cover or document feeder is opened.

Reference

See "08. Energy Saver Timer" of the System Settings.

Turning off the power

1 Turn the main switch off.

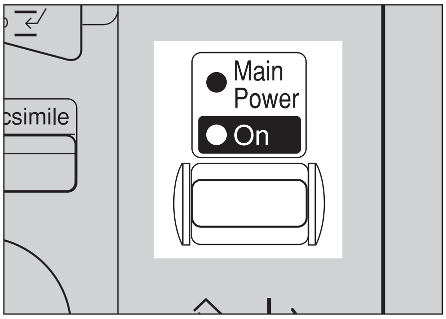


When the Machine with Fax or Printer Option

Turning on the power

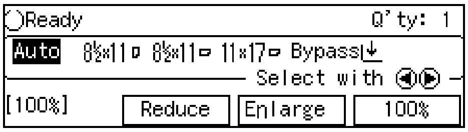
1 Make sure that the power cord is plugged into the wall outlet firmly and the Main Power indicator is lit.

2 Press the operation switch to make the On indicator light up.



THYS030E

The panel display will come on.



```
○Ready                                    Q'ty: 1
Auto  8½×11▯ 8½×11▭ 11×17▭ Bypass⊥
                          Select with ◀▶ 
[100%]        Reduce  Enlarge  100%
```

Note

- ❒ During the warm-up period (less than 30 seconds.), you can use the Auto Start function. See ⇒ P.50 *"Auto Start—Entering Copy Job Settings During the Warm-up Period"*.

When the machine is set for user codes

1 Enter your user code using the 【Number】 keys. Then press the 【#】 key.

Note

- ❒ To prevent others from making copies with your user code, press the 【Clear Modes】 key and the 【Clear/Stop】 key simultaneously after copying.

Reference

For setting user codes, see ⇒ P.81 *"1. General Features4/4"*.

When the 【Energy Saver】 indicator is lit

The machine is in Energy Saver mode.

1 Press the 【Energy Saver】 key.

The machine will return to the ready condition.

Note

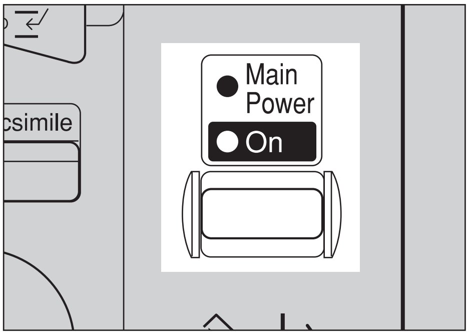
- ❒ The machine will also return to the ready condition when an original is set in the document feeder, or when the platen cover or document feeder is opened.

Reference

See "08. Energy Saver Timer" of the System Settings.

Turning off The power

1 **Turn the operation switch off.**



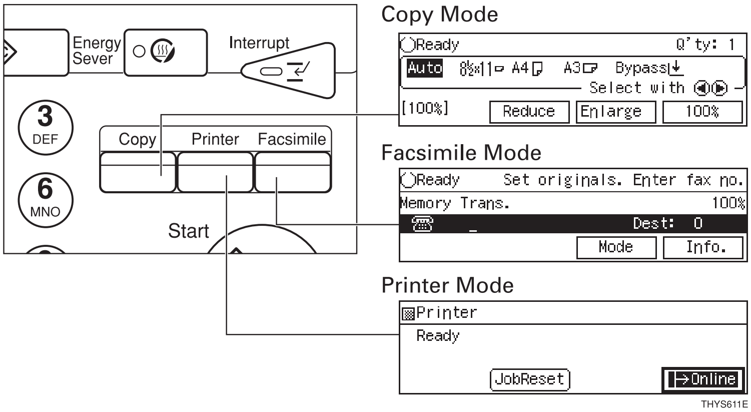
THYS030E

Important

- ❒ If you want to unplug the power cord or turn off the main power switch, make sure that the remaining memory space indicates 100% on the display for facsimile mode.
- ❒ Fax files stored in memory will be lost an hour after you turn the main power switch off or you unplug the power cord. See "Turning Off The Power" of the Facsimile Referencre.

Changing Modes

You can use this machine not only as a copier, but optionally as a fax or printer machine as well. Press the 【**Copy**】 key to use copy functions, press the 【**Fax**】 key to use facsimile functions, or press the 【**Printer**】 key to use printer functions.



Limitation

❒ You cannot switch modes in any of the following cases:
  - When scanning in a fax message for transmission.
  - During immediate transmission.
  - When accessing the user tools.
  - During interrupt copying.

Originals

Sizes and Weights of Recommended Originals

❖ Metric version

Where original is set	**Original Size**	**Original Weight**
Exposure glass	Up to A3	--
Document feeder	A3▭ – A5▯▭	40 – 128g/m^2

❖ Inch version

Where original is set	**Original Size**	**Original Weight**
Exposure glass	Up to 11" × 17"	--
Document feeder	11" × 17"▭ – $5^{1}/_{2}$" × $8^{1}/_{2}$"▯▭	11 – 34 lb

Non-recommended originals for the document feeder

Setting the following originals in the document feeder might cause paper misfeeds or damage to the originals. Set these originals on the exposure glass.

- Originals other than those specified in ⇒ P.14 *“Sizes and Weights of Recommended Originals”*
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin original that has low stiffness
- Originals of inappropriate weight ⇒ P.14 *“Sizes and Weights of Recommended Originals”*
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

Sizes Difficult to Detect

It is difficult for the machine to detect the sizes of the following originals, so select the paper size manually.

- Originals with indexes, tags, or other projecting parts
- Transparent originals such as OHP transparencies or translucent paper
- Dark originals with many letters and drawings
- Originals which partially contain solid image
- Originals which have solid image at their edges
- Originals other than those (with ❍) in the table below. See ⇒ P.15 *"Sizes detectable by the Auto Paper Select"*.

Sizes detectable by the Auto Paper Select

❖ Metric version

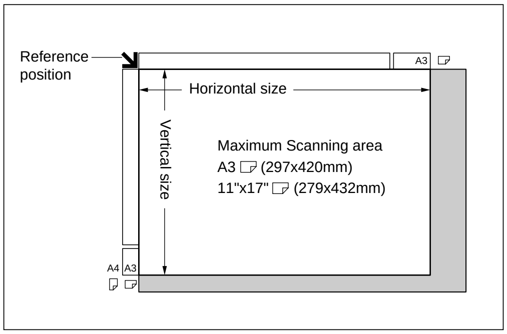
Size Place of original	A3 ▭	B4 ▭	A4 ▯▭	B5 ▯▭	A5 ▯▭	11"× 17"▭	$8^1/_2$"× 14"▭	$8^1/_2$"× 11"▯ ▭	$5^1/_2$"× $8^1/_2$" ▯▭	$8^1/_2$"× 13"▭
Exposure glass	❍	❍	❍	❍	×	×	×	×	×	❍
Document feeder	❍	❍	❍	❍	❍	×	×	×	×	❍

❖ Inch version

Size Place of original	A3 ▭	B4 ▭	A4 ▯ ▭	B5 ▯ ▭	A5 ▯ ▭	11" ×17 ▭	$8^1/_2$" ×14" ▭	$8^1/_2$" ×11" ▯▭	10" ×8"▭	$8^1/_2$" ×13" ▭	10" ×14" ▭	$5^1/_2$" ×$8^1/_2$" ▯▭
Exposure glass	×	×	×	×	×	❍	❍	❍	❍	❍	❍	×
Document feeder	×	×	×	×	×	❍	❍	❍	×	×	❍	❍

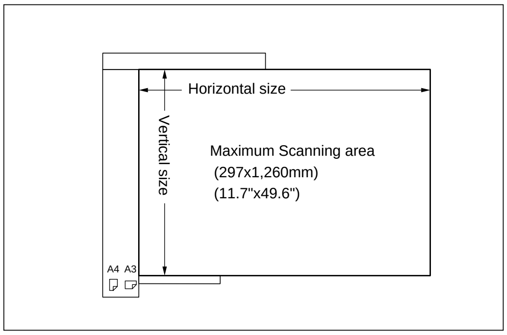
Original Sizes and Scanning Area/Missing Image Area

❖ Exposure glass



CP01AEE

❖ Document feeder



CP02AEE

Limitation

- ❒ Even if you correctly set originals in the document feeder or on the exposure glass, 0.5mm – 3.5mm margins on top and left sides or 0.5mm margins on botton and right sides might not be copied.

Copy Paper

Recommended Paper Sizes and Types

The following limitations apply to each tray:

	Metric version	**Inch version**	**Paper weight**	**Paper capacity**
Paper tray (Tray 1) (Adjust the paper size selector)	A3▭, A4▯▭, A5▯, 8½" × 11"▯, 8½" × 13"▭	A4▯, 11" × 17"▭, 8½" × 14"▭, 8½" × 11"▯▭, 8½" × 13"▭	60 – 90 g/m^2, 16 – 24 lb	250 sheets
Paper tray (Tray 1) (Specify the size with "11.Special Pap." of the System settings.)	B4▭, B5▯▭, 8K[*1]▭, 16K[*2]▯▭, 11" × 17"▭, 8½" × 14"▭, 8½" × 11"▭, 8½"×5½"▯, 7¼" × 10½"▭, 8" × 13"▭, 8¼" × 13"▭, 8" × 10"▭, 8¼" × 14"▭	A3▭, B4▭, A4▭, B5▯▭, A5▯, 8K[*1]▭, 16K[*2]▯▭, 11" × 17"▭, 8½"×5½"▯, 7¼"×10½"▭, 8" × 13"▭, 8¼" × 13"▭, 8" × 10"▭, 8¼" × 14"▭		
Paper tray unit[*3] (Tray 2, 3) (Adjust the paper size selector)	A3▭, A4▯▭, 11" × 17"▭, 8½" × 14"▭, 8½" × 11"▯▭,			500 sheets
Paper tray unit[*3] (Tray 2, 3) (Specify the size with "11.Special Pap." of the System settings.)	B4▭, B5▯▭, A5▯▭, 8K[*1]▭, 16K[*2]▯▭, 8½" × 5½"▭, 7¼" × 10½"▯▭, 8" × 13"▭, 8½" × 13"▭, 8¼" × 13"▭, 8" × 10"▯▭, 8" × 10½"▯▭, 8¼" × 14"▭, 10" × 15"▭, 11" × 15"▭, 10" × 14"▭, 11" × 14"▯▭			

[*1] 8K(Ba-Kai) = 267 × 340mm (10.6" × 15.4")

[*2] 16K(Shi-Lui-Kai) = 195 × 267mm (7.7" × 10.6")

[*3] Paper tray unit is option.

Bypass tray	**Metric version**	**Inch version**	**Paper weight**	**Paper capacity**
Standard size (Plain paper)	A4▭, A5▭	$8^1/_2$" × 11"▭	60 – 104 g/m^2, 16 – 27 lb	100 sheets
	A3▭, 8" × 13"▭	11" × 17"▭		10 sheets
Standard size (Thick paper)[*5]	A3▭, A4▭, A5▭, 8" × 13"▭	11" × 17"▭, $8^1/_2$" × 11"▭	105 – 162 g/m^2, 28 – 43 lb	10 sheet
Standard size (Plain paper)[*6]	A4▭, B5▯▭, A5▯, B6▭, 16K[*2]▯▭, $8^1/_2$" × 11"▯▭, $8^1/_2$" × $5^1/_2$"▭, $7^1/_4$" × $10^1/_2$"▯	A4▯▭, B5▯▭, A5▯▭, B6▭, 16K[*2]▯▭, $8^1/_2$" × 11"▯, $8^1/_2$" × $5^1/_2$"▭, $7^1/_4$" × $10^1/_2$"▯▭	60 – 104 g/m^2, 16 – 27 lb	100 sheets
	B4▭, 8K[*1]▭, 11" × 17"▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 13"▭, $8^1/_4$" × 13"▯	A3▭, B4▭, 8K[*1]▭, $8^1/_2$" × 14"▭, 8" × 13"▭, $8^1/_2$" × 13"▭, $8^1/_4$" × 13"▭		10 sheets
Standard size (Thick paper)[*5][*6]	B4▭, A4▯, B5▯▭, A5▯, B6▭, 8K[*1]▭, 16K[*2]▯▭, 11" × 17"▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 13"▭, $8^1/_2$" × 11"▯▭, $8^1/_2$" × $5^1/_2$"▭, $7^1/_4$" × $10^1/_2$"▯, $8^1/_4$" × 13"▭	A3▭, B4▭, A4▯▭, B5▯▭, A5▯▭, B6▭, 8K[*1]▭, 16K[*2]▯▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 11"▯, $8^1/_2$" × $5^1/_2$"▭, $7^1/_4$" × $10^1/_2$"▯▭, 8" × 13"▭, $8^1/_2$" × 13"▭, $8^1/_4$" × 13"▭	105-162 g/m^2, 28 – 43 lb	10 sheets

[*1] 8K(Ba-Kai) = 267 × 340mm (10.6" × 15.4")

[*2] 16K(Shi-Lui-Kai) = 195 × 267mm (7.7" × 10.6")

[*5] When you set thick paper in the bypass tray, you have to specify the paper type **[Thick]**. See ⇒ P.39 *"Copying from the Bypass Tray"*

[*6] When you set these standard size paper in the bypass tray, you have to specify the standard size. See ⇒ P.39 *"Copying from the Bypass Tray"*

Bypass tray	Metric version	Inch version	Paper weight	Paper capacity
Custom size[*7]	Vertical: 90–305 mm Horizontal: 148–1,260 mm	Vertical: 3.5" – 12.0" mm Horizontal: 5.8"–49.6" mm	52–157 g/m^2, 16 – 42 lb	10 sheet
	Postcards, adhesive labels, translucent paper, OHP transparencies			
Custom size[*7] Envelopes	Com#10 Env 241.3 × 104.8 mm, 9.5" × 4.2"		72–90 g/m^2, 19 – 24 lb	
	C6 Env 162 × 114 mm, 6.4" × 4.5"			
	DL Env 220 × 110 mm, 8.7" × 4.4"			
	Monarch Env 190.5 × 98.4 mm, 7.5" × 3.9"			

[*7] When you set these custom size paper in the bypass tray, you have to specify the size. See ⇒ P.39 *"Copying from the Bypass Tray"*.

Important

- ❒ If you use damp or curled paper, a misfeed might occur. In such a case, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.

Note

- ❒ Post cards should be fed from the bypass tray.
- ❒ If OHP transparencies and translucent paper gets double-fed, set pages one sheet at a time.
- ❒ If you load paper of the same size and in the same direction in two or more trays, the machine automatically shifts to another tray when the tray in use runs out of paper. This function is called Auto Tray Switch. This saves interrupting a copy run to replenish paper even when you make a large number of copies. You can cancel this setting. See "13. Auto Tray Switch" of the System Settings.

Reference

If you want to add paper, see ⇒ P.66 *"Loading Paper"*.

If you want to change the paper size, see ⇒ P.72 *"Changing the Paper Size"*.

Envelopes

Note

❐ When copying on envelopes, use the bypass tray and specify the size. See⇒ P.43 *“When Copying onto Envelopes”.*

❐ Specification of envelopes are follows:

	Metric version	Inch version
Weight	72 - 90 g/m^2	19 - 24 lb
Recommended weight and size	72 g/m^2, 114 × 162 mm (C6 Env)	24 lb, $3^{7}/_{8}$" × $7^{1}/_{2}$" (Monarch)

❐ You can load up to 10 envelopes (72 - 90 g/m^2, 19 - 24 lb) onto the bypass tray at a time, without forcibly preassign them. However, make sure that the envelopes are not damp, and that the top of the stack is not higher than the limit mark on the side guide ⇒ P.43 *“When Copying onto Envelopes”*.

❐ Load the envelopes with the flaps aligned to the right side fence. The flaps should be securely folded down.

❐ Make sure that there is no air in the envelopes before setting.

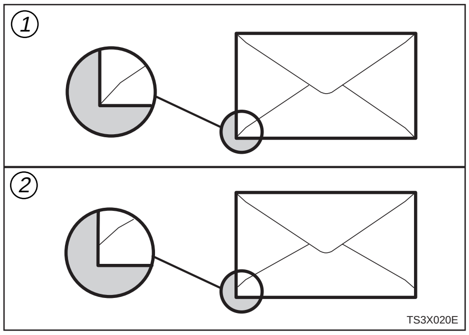
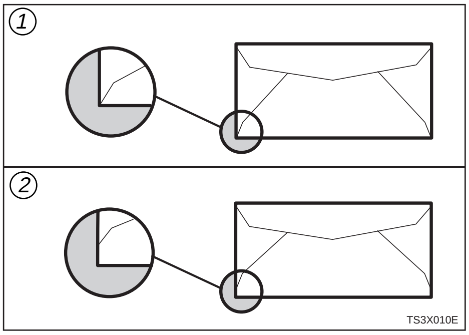
❐ To get the better copy quality, it is recommended that you set the right, left, top, and bottom margin, to at least 15 mm (0.6") each.

❐ Do not copy on both sides of envelopes.

❐ Load only one size and type of envelope at a time.

❐ Before loading envelopes, flatten the leading edges (side being fed into the printer) of them by running a pencil or ruler across them.

❐ Before setting envelopes, make sure that they are rectangular in shape. Refer to the following illustrations.

Metric version	Inch version
 ①Good construction for envelopes ②Poor construction for envelopes	 ①Good construction for envelopes ②Poor construction for envelopes

❐ Avoid using the non-supported envelopes listed on P.21 *"Non-recommended Paper"*

Limitation

❐ Even if you use the reccommended types of envelope as notes above, copied envelopes may come out wrinkled or smudged.

Non-recommended Paper

CAUTION:

- *Do not reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.*

Important

❐ Do not use paper with any kind of coating such as:

- Thermal fax paper
- Art paper
- Aluminum foil
- Carbon paper
- Conductive paper

❐ Otherwise, a fault might occur.

❐ Do not use copy paper that has been already copied on. Otherwise, a fault might occur.

Note

❒ Do not use the following type of paper because a paper misfeed might occur.

- Bent, folded, or creased paper
- Torn paper
- Slippery paper
- Perforated paper
- Rough paper
- Thin paper that has low stiffness
- Paper with much paper dust on its surface

❒ Do not use envelopes in the following conditions.

- damp
- excessively curled or twisted
- stuck together
- damaged in any way
- with stamps attached
- with windows, holes, perforations, cutouts, or embossing
- with metal clasps, string ties, or metal folding bars
- designed to be interlocked
- with nicked edges of bent corners
- with rough, cockle, or laid finishes
- with any exposed adhesive, when the flap is in the sealed or closed position.

❒ If you make a copy on rough grain paper, the copy image might be blurred.

❒ Do not use paper which has been copied or printed on.

Paper Storage

Note

❒ When storing paper, the following precautions should always be followed:

- Do not store paper where it will be exposed to direct sunlight.
- Avoid storing paper in humid areas (humidity: 70% or less).
- Store on a flat surface.

❒ Keep open reams of papers in the package, and store as you would unopened paper.

❒ Under high temperature and high humidity, or low temperature and low humidity conditions, store papers in a vinyl bag.

Toner Cartridge

Handling Toner

⚠ ***WARNING:***

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of the used toner containers according to local regulations for plastics.***

⚠ ***CAUTION:***

- *Do not eat or swallow toner.*
- *Keep toner (used or unused) and toner containers out of reach of children.*

⚠ ***CAUTION:***

- *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*

Important

❒ If you use toner cartridge other than that recommended, a fault might occur.

Reference

If you want to replace the toner cartridge, see ⇒ P.67 “*Replacing the Toner Cartridge*”.

Toner Storage

Note

❒ When storing the toner cartridge, the following precautions should always be followed:

- Store the toner cartridge containers in a cool, dry place free from direct sunlight.
- Do not store the toner cartridge where it will be exposed to heat.
- Do not eat or swallow toner, and keep it out of reach of children.
- Store on a flat surface.

2. Copying

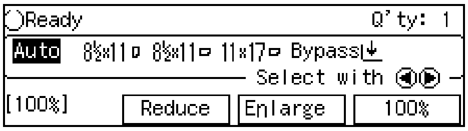
Basic Procedure

1 When the machine is set for user code, enter the user code with the 【Number】 keys and then press the 【#】 key.

Reference

See ⇒ P.49 *“User Codes”*.

2 Make sure that the machine is in Copy mode.



```
○Ready                          Q'ty: 1
Auto  8½x11▯ 8½x11▭ 11x17▭ Bypass⤓
                   Select with ◀▶
[100%]     Reduce   Enlarge    100%
```

Note

- ❒ If not, press the 【Copy】 key.

3 Make sure that there are no previous settings remaining.

Note

- ❒ To clear settings, press the 【Clear Modes】 key.

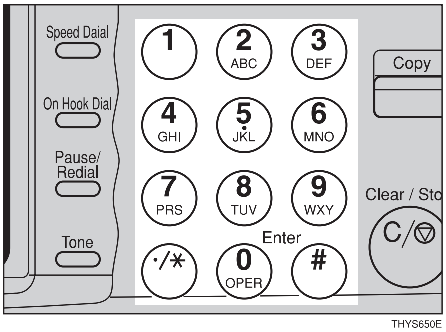
4 Set your originals.

Reference

See ⇒ P.27 *“Setting Originals”*.

5 Set your desired settings.

6 Enter the number of copies required with the 【Number】 keys.



Note

- ❒ The maximum copy quantity can be set between 1 and 99 (default: *99*). See “05. Max. Copy Q'ty” in ⇒ P.78 *“1. General Features $^1/_4$”*.
- ❒ To change the number entered, press the 【Clear/Stop】 key and enter the new number.

7 Press the 【Start】 key.

The machine starts copying.

Note

- ❒ To stop the machine during the multi-copy run, press the 【Clear/Stop】 key.
- ❒ To return the machine to the initial condition after copying, press the 【Clear Modes】 key.

Auto Reset

The machine returns to its initial condition automatically after your job is finished, after a certain period of time. This function is called “Auto Reset”.

Note

❒ You can change the Auto Reset time. See “09. Copy Auto Reset” in ⇒ P.80 *“1. General Features $^3/_4$”*.

Auto Off

The machine turns itself off automatically after your job is finished, after a certain period of time. This function is called “Auto Off”.

Note

❒ You can change the Auto Off time. See “09. Auto Off Timer" in the System Settings.

❒ You can change the default settings for basic functions. See ⇒ P.78 *“Settings You Can Change with the User Tools”* and “USER TOOLS (SYSTEM SETTINGS)” in the System Settings.

Setting Originals

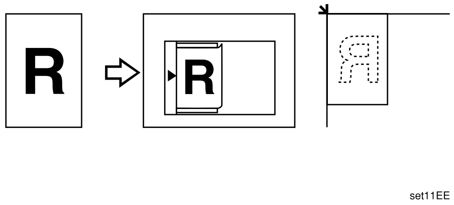
Limitation

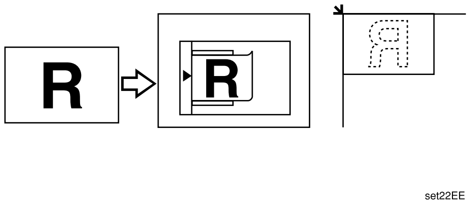
- ❒ Set the original after correction fluid and ink has completely dried. Not taking this precaution could mark the exposure glass and cause marks to be copied.

Note

- ❒ Basically the originals should be aligned to the rear left corner. However, some copy functions may produce different results depending on the direction of the originals. For details, see explanations of each function.

Originals	Set in the document feeder	Set on the exposure glass





Reference

See ⇒ P.14 *"Originals"*.

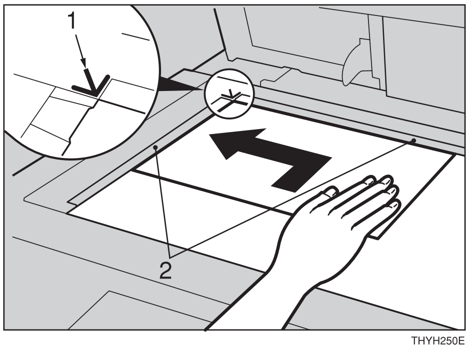
Setting Originals on the Exposure Glass

1 **Lift the platen cover or the document feeder.**

Note

- ❒ Be sure to open the platen cover or the document feeder by more than 30°, otherwise the original size might not be detected correctly.

2 **Set the original face down on the exposure glass. Slide your original up to the blue scale, then into the left corner of the exposure glass as shown.**



1: Reference mark

2: Scale

3 **Lower the platen cover or the document feeder.**

Setting Originals in the Document Feeder

Important

- ❒ When copying onto translucent paper, set your originals one at a time in the document feeder to avoid multiple feeds and damage to originals. See⇒ P.29 *"Setting one original at a time (SADF) mode"*

Note

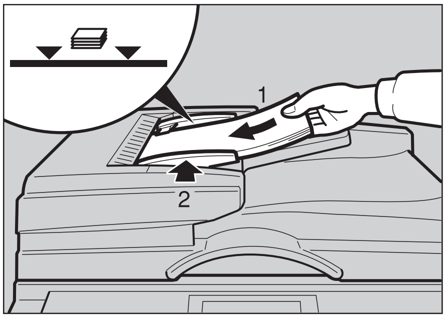
- ❒ Do not stack originals above the limit mark.
- ❒ The original might become dirty if it is written with a pencil or similar tools.
- ❒ If your original contains pages of different sizes, set the pages one at a time in the ADF. See⇒ P.29 *"Setting one original at a time (SADF) mode"*.
- ❒ When setting documents whose sizes cannot be scanned from the ADF, select Custom Size. See ⇒ P.29 *"Setting Originals When Auto Paper Select Cannot Recognize the Size"*.

Reference

Regarding originals that the document feeder can handle, see ⇒ P.14 *"Originals"*.

Setting a stack of originals in the document feeder

1 Set the aligned originals face up into the document feeder.



Note

- ❒ To avoid a multi-sheet feed, shuffle the originals before setting them in the document feeder.

2 Adjust the guide to the original size.

Setting one original at a time (SADF) mode

Important

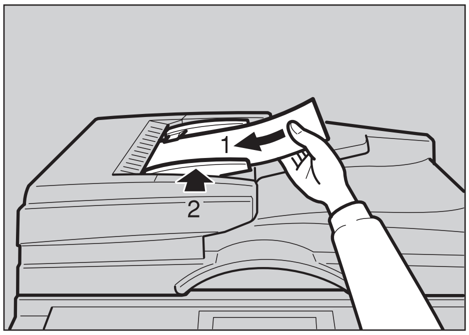
- ❒ Hold the document from the front when setting it. If your hand covers the internal sensor, it will not operate correctly and the original could be damaged.
- ❒ When setting pages of documents 1 page at a time in the ADF using Auto Paper Select and Auto Reduce/Enlarge, these features adapt to the size of the scanned original.

1. **Set one original face up into the document feeder. Then, press the 【Start】 key.**

   The Auto Feed indicator is lit.

2. **Set the next original while the Auto Feed indicator is lit.**

   The second and subsequent originals can be fed automatically without pressing the 【Start】 key.



Note

- ❒ You can adjust the time the machine waits before being ready for the next original. See “SADF Auto Reset” in ⇒ P.82 *“2. Input/ Output”*.

Setting Originals When Auto Paper Select Cannot Recognize the Size

When you wish to use Auto Reduce/ Enlarge when setting non-standard size documents in the ADF, specify the size of your original using the following procedure.

Important

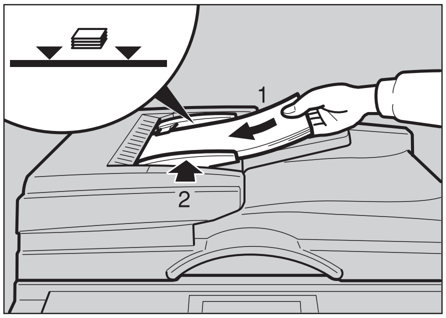
- ❒ Be sure to press the 【Clear Modes】 key after copying non-standard size originals to clear any settings. Not taking this precaution could result in damage to originals set in the ADF.

Limitation

- ❒ You cannot specify the original size when using Auto Paper Select.
- ❒ Acceptable Document Sizes
  Vertical:105 - 297mm
  (4.1″-11.7″)
  Horizontal: 128 - 1,260mm
  (5.0″-17.0″)

1. **Set the aligned originals face up into the document feeder.**

2. **Adjust the guide to the original size.**



Note

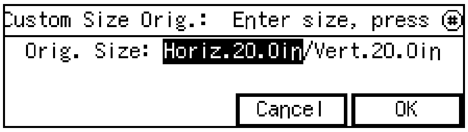
- ❒ To avoid a multi-sheet feed, shuffle the originals before settings them in the document feeder.
- ❒ You can set one original at a time. See ⇒ P.29 *"Setting one original at a time (SADF) mode"*

3 **Press the ◁▷ key to choose the tray from the paper tray, paper tray unit (option), or the bypass tray.**

4 **Press the 【#】 key.**

When you select tray1-3

❶ **Enter the Horizontal size with the 【Number】 keys. Then press the 【#】 key.**



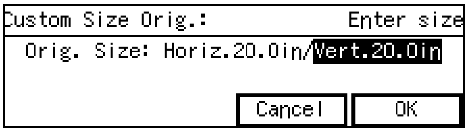
Custom Size Orig.: Enter size, press #

Orig. Size: Horiz.20.0in/Vert.20.0in

Note

- ❒ To change the number enterd, press the 【Clear/Stop】 key and enter the new number.

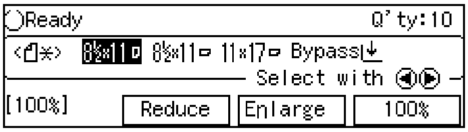
❷ **Enter the Vertical size with the 【Number】 keys. Then press the [OK] key.**



Custom Size Orig.: Enter size

Orig. Size: Horiz.20.0in/Vert.20.0in

<⎕✳> appeared in exchange for [Auto] after the sizes setted.



Ready Q'ty:10

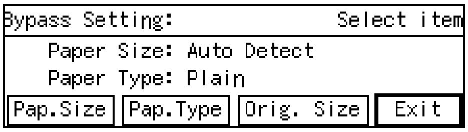
Note

- ❒ To change the number enterd, press the 【Clear/Stop】 key and enter the new number.

When you select the bypass tray

❶ **Press the 【#】 key.**

❷ **Press the [Orig. Size] key.**

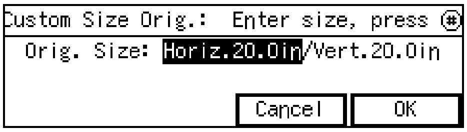


Bypass Setting: Select item

Paper Size: Auto Detect

Paper Type: Plain

❸ **Enter the Horizontal size with the 【Number】 keys. Then press the 【#】 key.**



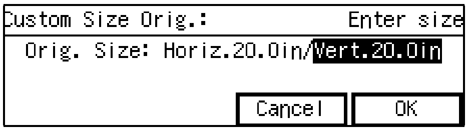
Custom Size Orig.: Enter size, press #

Orig. Size: Horiz.20.0in/Vert.20.0in

Note

- ❒ To change the number enterd, press the 【Clear/Stop】 key and enter the new number.

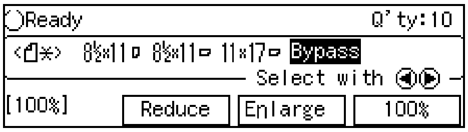
❹ **Enter the Vertical size with the 【Number】 keys. Then press the [OK] key.**



Custom Size Orig.: Enter size

Orig. Size: Horiz.20.0in/Vert.20.0in

<⎕✳> appeared in exchange for [Auto] after the size setted.



Ready Q'ty:10

Note

- ❒ To change the number enterd, press the 【Clear/Stop】 key and enter the new number.

Basic Functions

The following basic functions are explained in this section.

❖ **Adjusting Copy Image Density**
Auto and Manual Image Density

❖ **Selecting Original Type Setting**
Text, Text·Photo, Photo

❖ **Selecting Copy Paper**
Auto Paper Select and Manual Paper Select

❖ **Auto Reduce/Enlarge**
The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.

Note

- ❒ You can select functions to be activated when Auto Reset is turned on, when Energy Saver is turned off, or after the machine is powered on. See ⇒ P.78 *"1. General Features $^{1}/_{4}$"*.
- ❒ You can change default settings for basic functions. See ⇒ P.78 *"Settings You Can Change with the User Tools"*.
- ❒ You can have the settings stored in program 10 used as the initial settings (when the initial display is shown). See ⇒ P.47 *"Program"*, P.80 *"10.Initial Mode set"*

Adjusting Copy Image Density

You can adjust the copy image density to match your originals.

There are three types in this function:

❖ **Auto Image Density**
The machine automatically adjusts the image density.

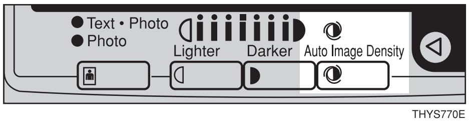
❖ **Manual Image Density**
If you require darker or lighter copies, adjust the image density yourself.

❖ **Combined Auto and Manual Image Density**
Use when copying originals with a dirty background (such as newspapers). You can adjust the foreground density while leaving the background unchanged.

1 **Select one of Image Density modes.**

Auto image density

❶ **Make sure that the Auto Image Density indicator is lit.**



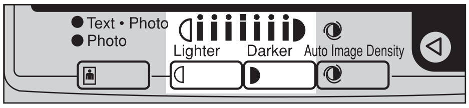
Note

- ❒ If not, press the 【**Auto Image Density**】 key.

Manual image density

❶ **Press the 【Auto Image Density】 key to cancel it.**

❷ **Press the 【Lighter】 or 【Darker】 key to adjust the image density.**



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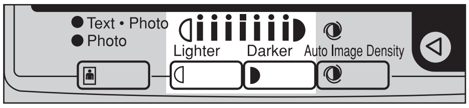
Combined auto and manual image density

❶ **Make sure that the Auto Image Density indicator is lit.**

❷ **Press the 【Lighter】 or 【Darker】 key to adjust the density.**



THYS780E

Selecting Original Type Setting

Select one of the following types to match your originals:

❖ **Text**

Select this mode when your originals contain only letters (no pictures).

❖ **Text·Photo**

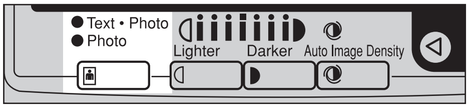
Select Text·Photo when your originals contain photographs or pictures with letters.

❖ **Photo**

Delicate tones of photographs and pictures can be reproduced with this mode.

If you do not select any mode, your originals will be scanned with the settings suitable for text originals (Text mode).

1 **Press the 【Original Type】 key and select the original type.**



THYS640E

Note

❒ Press the 【Original Type】 key to step through the following types:

No indicator lit	Text
Text·Photo indicator lit	Text·Photo
Photo indicator lit	Photo

❒ You can specify whether or not the Toner Saving feature is enabled. See *"08. Image Adjustment"* in ⇒ P.79 *"1.Generral Features 2/4"*.

- When the Toner Saving mode is specified , the whole image gets lighter.
- When you cannot make clear copies, you can adjust the quality level of copies for each of the original types (Text, Text·Photo, Photo). See ⇒ P.63 *"If You Cannot Make Clear Copies"*.

Selecting Copy Paper

There are two ways to select copy paper:

❖ Auto Paper Select

The machine selects a suitable size of copy paper automatically based on the original size and the reproduction ratio.

Note

- When the original is set at a different direction from the copy paper in the paper tray with Auto Tray Switch mode ON, the machine automatically rotates the original image by 90° to match the copy paper direction (the paper tray unit (option) is required.). This applies to the following paper sizes:

Metric version	A4 ▯▭, B5 ▯▭
Inch version	$8^1/_2$" × 11" ▯▭

Reference

For Auto Tray Switch, see "13. Auto Tray Switch" in the System Settings.

❖ Manual Paper Select

You can select the desired copy paper size manually. You can also select the bypass tray.

Reference

See ⇒ P.39 *"Copying from the Bypass Tray"*.

Note

- When you use Auto Paper Select, refer to the following table for possible copy paper sizes and directions. (if the ratio is 100%)

❖ Metric version

Where original is set	Original size and direction
Exposure glass	A3 ▭, B4 ▭, A4 ▯▭, B5 ▯▭, 8$^1/_2$" × 13" ▭
Document feeder	A3 ▭, B4 ▭, A4 ▯▭, B5 ▯▭, A5 ▯▭, 8$^1/_2$" × 13" ▭

❖ Inch version

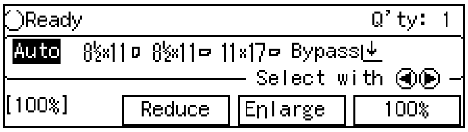
Where original is set	Original size and direction
Exposure glass	11" × 17" ▭, 8$^1/_2$" × 14" ▭, 8$^1/_2$"×11" ▯▭, 10"×8" ▭, 8$^1/_2$" × 13" ▭, 10" × 14"▭
Document feeder	11"×17" ▭, 8$^1/_2$"×14" ▭, 8$^1/_2$" × 11" ▯▭, 5$^1/_2$" × 8$^1/_2$" ▯▭, 10" × 14"▭

❒ For some originals, the original size might not be detected correctly. See ⇒ P.15 *"Sizes Difficult to Detect"*.

1 Select the copy paper.

Auto paper select

❶ Make sure that the Auto (Auto Paper Select) is selected.



Ready Q'ty: 1

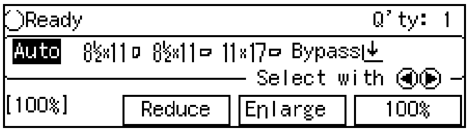
Auto 8½×11▯ 8½×11▭ 11×17▭ Bypass

Select with ◀▶

[100%] Reduce Enlarge 100%

Manual paper select

❶ Select the paper tray or bypass tray by pressing ◁▷key.

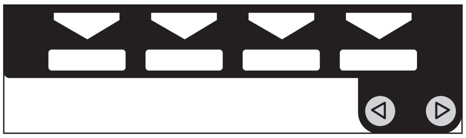


Ready Q'ty: 1

Auto 8½×11▯ 8½×11▭ 11×17▭ Bypass

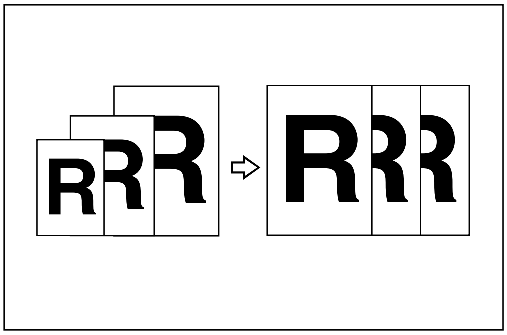
Select with ◀▶

[100%] Reduce Enlarge 100%


THYS630E

Auto Reduce/Enlarge—Having the Machine Choose the Reproduction Ratios

The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.



Note

- ❒ When you use Auto Reduce/Enlarge, refer to the following table for possible original sizes and directions:

❖ Metric version

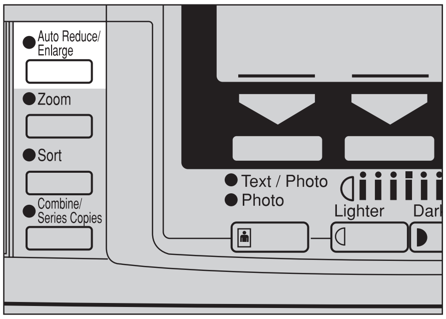
Where original is set	Original size and direction
Exposure glass	A3 ▭, B4 ▭, A4 ▯▭, B5 ▯▭, $8^{1}/_{2}$" × 13" ▭
Document feeder	A3 ▭, B4 ▭, A4 ▯▭, B5 ▯▭, A5 ▯▭, $8^{1}/_{2}$" × 13" ▭

❖ Inch version

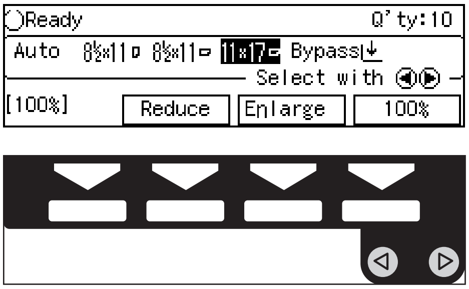
Where original is set	Original size and direction
Exposure glass	11" × 17" ▭, $8^{1}/_{2}$" × 14" ▭, $8^{1}/_{2}$" × 11" ▯▭, 10" × 8" ▭, $8^{1}/_{2}$" × 13" ▭, 10" × 14" ▭
Document feeder	11" × 17" ▭, $8^{1}/_{2}$" × 14" ▭, $8^{1}/_{2}$" × 11" ▯▭, $5^{1}/_{2}$" × $8^{1}/_{2}$" ▯▭, 10" × 14" ▭

- ❒ The reproduction ratios the machine will select are 50-200%.
- ❒ For some originals, the original size might not be detected correctly. See ⇒ P.15 *“Sizes Difficult to Detect”*.
- ❒ When you set original of two different size at a time, you must set one original at a time. See ⇒ P.29 *“Setting one original at a time (SADF) mode”*.
- ❒ Image Rotation is not available when copying onto A3 (11"×17") paper with the Enlarge feature. Set your original lengthwise when copying onto A3 (11"×17") paper with the Enlarge feature.

1 **Press the 【Auto Reduce/Enlarge】 key.**



2 **Select the paper tray by pressing ◁▷.**



Ready Q’ty:10

Auto 8½×11▯ 8½×11▭ 11×17▭ Bypass

Select with ◀▶

[100%]

THYS630E

Note

- ❒ The enlargment/reduction ratio automatically calculated to match the size of copy paper you have chosen is displayed.

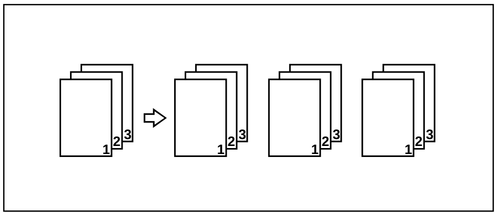
Sort

The machine can scan your originals into memory and automatically sort the copies.

There are two types in the Sort function:

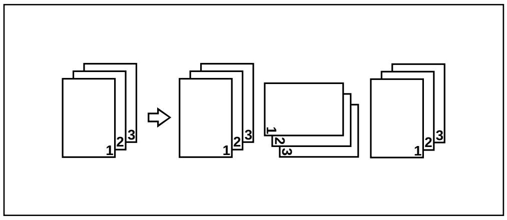
❖ Sort

Copies can be assembled as sets in sequential order.



❖ Rotate Sort

Every other copy set is rotated by 90° ▯ ▭ and delivered to the copy tray.



Limitation

❐ You cannot use the bypass tray with this function.

Note

❐ To switch among Sort and Rotate Sort modes, access the user tools. See "5. Sort" in ⇒ P.82 *"2. Input/ Output"*.

❐ The maximum tray capacity is as follows. When the number of copies exceeds the tray capacity, remove copies from the tray.

Internal tray 1	250 sheets (80g/m^2,20lb)
	When Internal tray 2 installed: 125 sheets (80g/m^2 ,20lb)
Internal tray 2	125 sheets (80g/m^2 ,20lb)

❐ The maximum tray capacity might be less than the above when you use the Rotate Sort.

❐ The maximum tray capacity might also be reduced when copy paper is considerably curled.

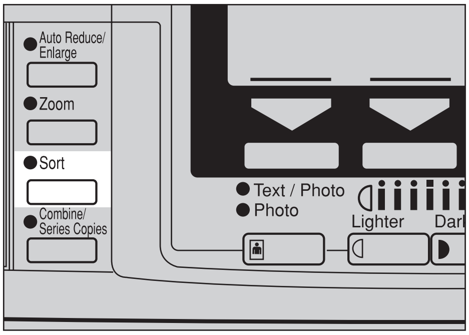
❐ The paper sizes that can be used in Sort function are as same as the sizes applied to Tray 1, 2, or 3. See ⇒ P.17 *"Copy Paper"*.

❐ The paper sizes that can be used in Rotate Sort function are as follows:

Metric version	A4▯ ▭B5▯ ▭
Inch version	$8^{1}/_{2}$" × 11"▯ ▭

❐ To use the Rotate Sort function, two paper trays identical in size and different in direction (▯ ▭) are required (the paper tray unit (option) is required).

1 Press the 【Sort】 key.



2 Enter the number of copy sets with the 【Number】 keys.

Limitation

❒ The maximum number of sets is 99.

3 Set your originals.

When setting a stack of originals in the document feeder

❶ **Set a stack of originals in the document feeder, then press the 【Start】 key.**

After all the originals are scanned, the copies are delivered to the tray.

Note

❒ The last page should be on the bottom.

❒ If an original is misfed while copying with the Sort feature, reset the remaining originals in the ADF starting with the jammed page.

When setting an original on the exposure glass or in the document feeder

Reference

⇒ P.29 *"Setting one original at a time (SADF) mode"*

❶ **Set the original, then press the 【Start】 key.**

Note

❒ Start with the first page to be copied.

❷ **Set the next original, then press the 【Start】 key.**

Note

❒ Set the original in the same direction as the first one.

❒ When you set an original in the document feeder, the second and subsequent originals can be fed automatically without pressing the 【Start】 key

❸ **After all originals are scanned, press the 【#】 key.**

The copies are delivered to the tray.

Copying from the Bypass Tray

Use the bypass tray to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, envelopes and copy paper that cannot be set in the paper tray.

Note

- ❒ The machine can automatically detect the following sizes as standard size copy papers:

Metric version	A3▭, A4▭, A5▭, 8" × 13"▭
Inch version	11" × 17"▭, $8^{1}/_{2}$" × 11"▭

- ❒ When you set the standard size paper except the sizes as above, you have to specify the standard size. See ⇒ P.41 *"When copying onto standard size copy paper"*.
- ❒ If you do not use the standard size copy paper, you should input vertical and horizontal dimensions. The sizes that you can input are as follows:

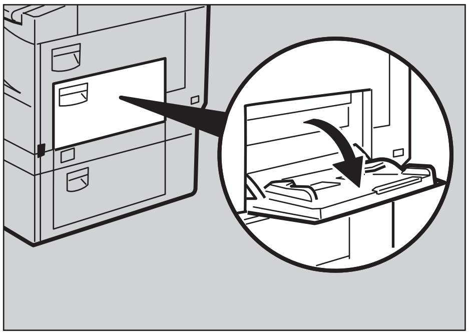
Metric version	• Vertical: 90 – 305mm • Horizontal: 148 – 1,260mm
Inch version	• Vertical: 3.5" – 12.0" • Horizontal: 5.8" – 49.6"

- ❒ To make copies onto OHP transparencies or thick paper (105 – 162g/m^2, 28 – 43lb), be sure to specity the paper type **[thick].** See P.42 *"When copying onto OHP transparencies or thick paper"*.
- ❒ To make copies onto envelopes, See P.43 *"When Copying onto Envelopes"*.

Reference

For details about paper capacity of the bypass tray, see ⇒ P.17 *"Copy Paper"*.

1 Open the bypass tray.



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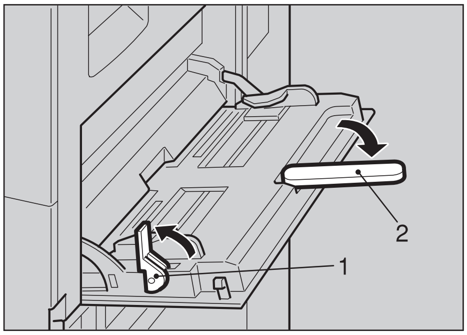
2 Lift the paper hold lever.



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1: Paper hold lever

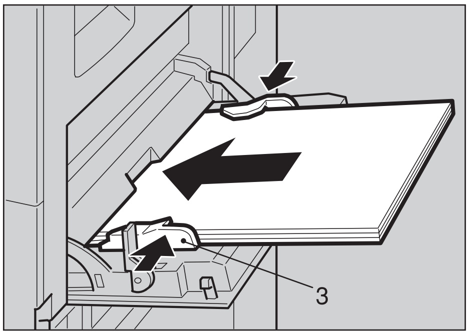
2: Extender

Note

- ❒ Swing out the extender to support larger size copy paper.

3 **Lightly insert the copy paper face down until the it stops. Adjust the guides to copy paper size.**

The ≣ indicator on the display is automatically selected.



3: Paper guide

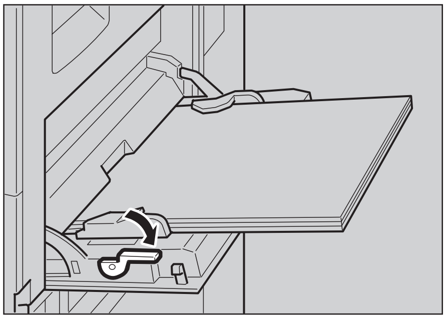
Important

- ❒ If the guides are not flush with the copy paper, a skew image or paper misfeeds might occur.

Note

- ❒ Do not stack paper over the limit mark; otherwise a skew image or paper misfeeds might occur.
- ❒ Fan paper to get air between the sheets and avoid a multi-sheet feed.
- ❒ When you set a OHP transparencies, make sure that its front and back faces are properly positioned.

4 **Lower the paper hold lever.**

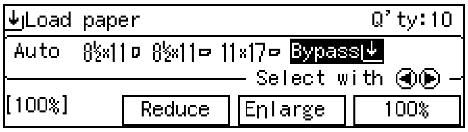


When copying onto custom size copy paper

Important

- ❒ You should specify the size of copy paper to avoid paper misfeeds.
- ❒ If you select Standard or Custom as the Paper Size setting, these functions will remain in effect even after Auto Clear or pressing the **【Clear Modes】** key. You can alter this behavior by changing *"12. Reset Bypass Set"*. See ⇒ P.80 *"1. General Features $^{3}/_{4}$"*.

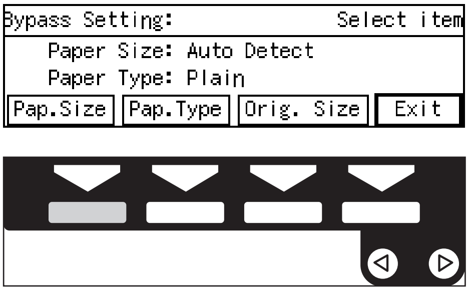
❶ **Make sure the [Bypass] is selected.**



```
↓Load paper                          Q'ty:10
 Auto  8½×11▯ 8½×11▭ 11×17▭ Bypass↓
                            Select with ◀▶
[100%]       Reduce    Enlarge    100%
```

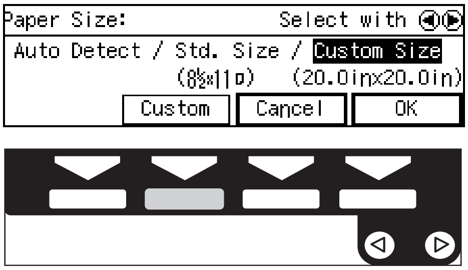
❷ **Press the 【#】 key.**

❸ **Press the [Pap. Size] key.**



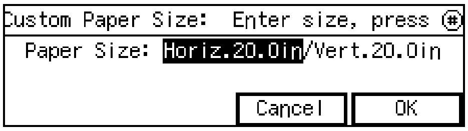
```
Bypass Setting:                 Select item
    Paper Size: Auto Detect
    Paper Type: Plain
Pap.Size   Pap.Type   Orig. Size   Exit
```

❹ **Select [Custom Size] with the ◁▷ keys. Then press the [Custom] key.**



```
Paper Size:                Select with ◀▶
 Auto Detect / Std. Size / Custom Size
             (8½×11▯)   (20.0inx20.0in)
               Custom    Cancel    OK
```

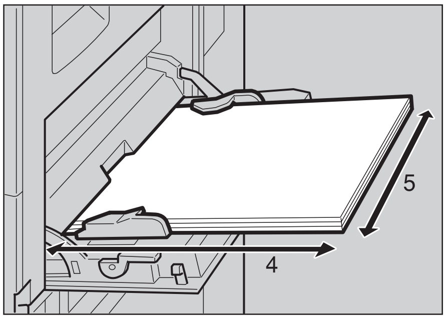
❺ **Enter the horizontal size of the paper with the 【Number】 keys, then press the 【#】 key.**


Custom Paper Size: Enter size, press ⊕

Paper Size: Horiz.20.0in/Vert.20.0in

Note

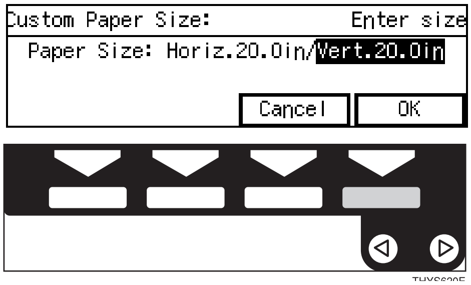
- To change the number entered, press the 【Clear/Stop】 key and enter the new number.



4: Horizontal

5: Vertical

❻ **Enter the vertical size of the paper with the 【Number】 keys, then press the [OK] key.**

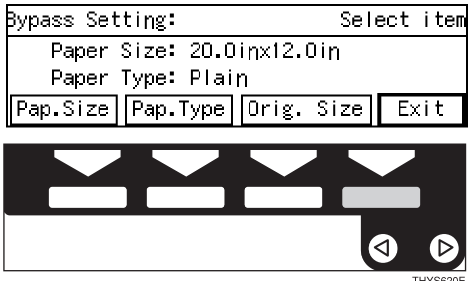

Custom Paper Size: Enter size

Paper Size: Horiz.20.0in/Vert.20.0in

Note

- To change the number entered, press the 【Clear/Stop】 key and enter the new number.
- When you specify the paper size, ⊻ appears on the display to indicate bypass tray copying.

❼ **Press the [Exit] key.**


Bypass Setting: Select item

Paper Size: 20.0inx12.0in

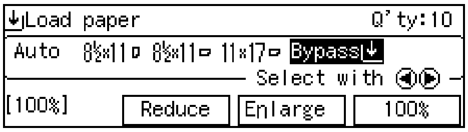
Paper Type: Plain

When copying onto standard size copy paper

Important

- If you select Standard or Custom as the Paper Size setting, these functions will remain in effect even after Auto Clear or pressing the 【Clear Modes】 key. You can alter this behavior by changing *“12. Reset Bypass Set”*. See ⇒ P.80 *“1. General Features $^{3}/_{4}$”.*

❶ **Make sure the [Bypass] is selected.**


↓Load paper Q'ty:10

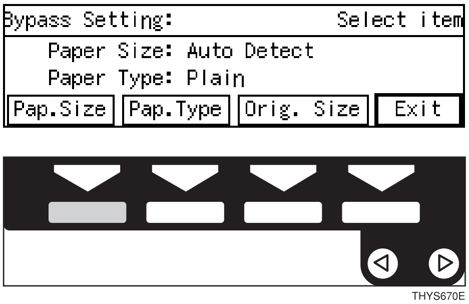
Auto 8½×11▭ 8½×11▭ 11×17▭ Bypass↓

Select with ◀▶

[100%]

❷ **Press the 【#】 key.**

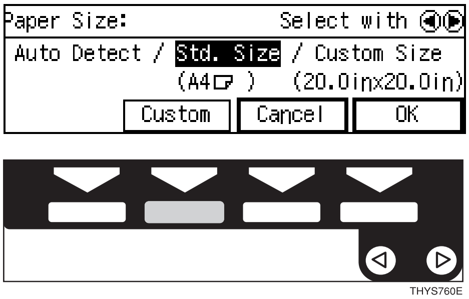
❸ **Press the [Pap. Size] key.**


Bypass Setting: Select item

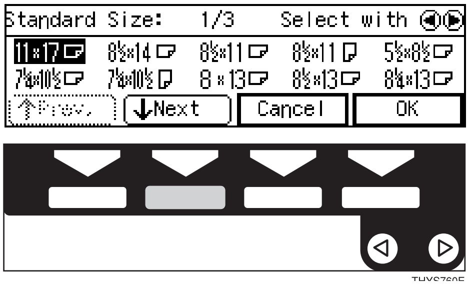
Paper Size: Auto Detect

Paper Type: Plain

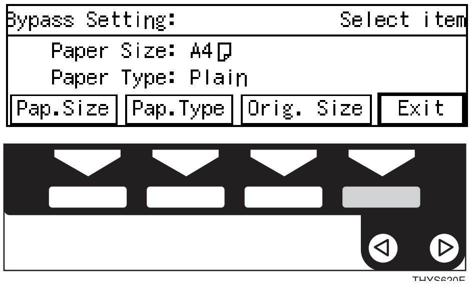
❹ **Select [Std. size] with the ◁▷ keys. Then press the [Custom] key.**


Paper Size: Select with ◀▶
Auto Detect / Std. Size / Custom Size
(A4) (20.0inx20.0in)

❺ **Select the desired size with the [NEXT] , [Prev.] or the ◁▷ keys, then press the [OK] key.**


Standard Size: 1/3 Select with ◀▶
11×17 8½×14 8½×11 8½×11 5½×8½
7¼×10½ 7¼×10½ 8 × 13 8½×13 8¼×13

❻ **Press the [Exit] key.**


Bypass Setting: Select item
Paper Size: A4
Paper Type: Plain

When copying onto OHP transparencies or thick paper

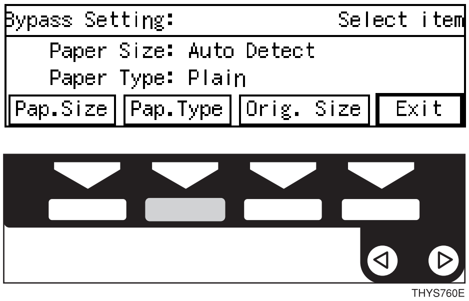
Important

- ❒ If you select Thick Paper/Special Paper as the Paper Type setting, these functions will remain in effect even after Auto Clear or pressing the **【Clear Modes】** key. You can alter this behavior by changing *"12. Reset Bypass Set"*. See⇒P.80 *"1. General Features $^3/_4$"*.

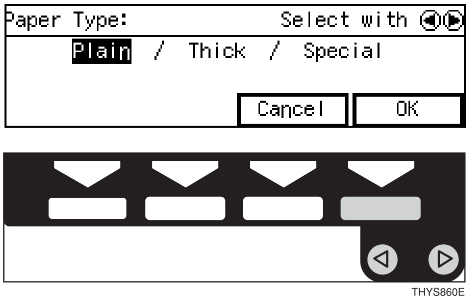
❶ **Make sure the 【Bypass】 is selected.**

❷ **Press the 【#】 key.**

❸ **Press the [Pap. Type] key.**


Bypass Setting: Select item
Paper Size: Auto Detect
Paper Type: Plain

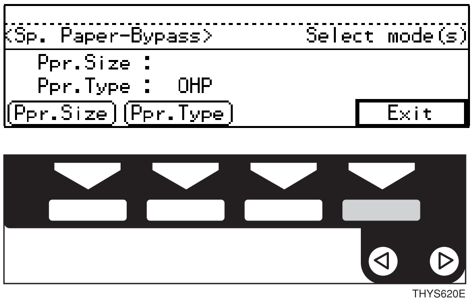
❹ **Select [Thick] with the ◁▷ keys. Then, press the [OK] key.**


Paper Type: Select with ◀▶
Plain / Thick / Special

Note

- ❒ Only select Special Paper when you cannot make clean copies. See⇒P.63 *"If You Cannot Make Clear Copies"*

❺ **Press the [Exit] key.**



```
<Sp. Paper-Bypass>        Select mode(s)
  Ppr.Size :
  Ppr.Type :  OHP
[Ppr.Size] [Ppr.Type]         [Exit]
```

Reference

To go on to specify a paper size, press the **[Pap. Size]** key.

See ⇒ P.37 *"When copying onto custom size copy paper"*.

See ⇒ P.38 *"When copying onto standard size copy paper"*.

5 Set your originals and press the 【Start】 key.

Important

- ❒ When copying onto OHP transparencies, remove copied sheets one by one.

Note

- ❒ Push on the center of the bypass tray to close it.

When Copying onto Envelopes

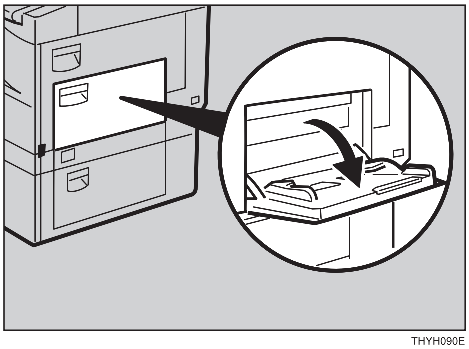
Important

- ❒ If you select Thick Paper as the Paper Type setting and select Standard or Custom as the Paper Size setting, these functions will remain in effect even after Auto Clear or pressing the **【Clear Modes】** key. You can alter this behavior by changing "12. Reset Bypass Set". See⇒P.80 *"1. General Features $^3/_4$"*.

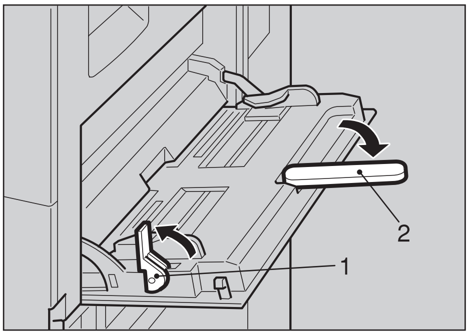
Reference

For detail about the recommended envelopes, see ⇒P.17 *"Copy Paper"*

1 Open the bypass tray.



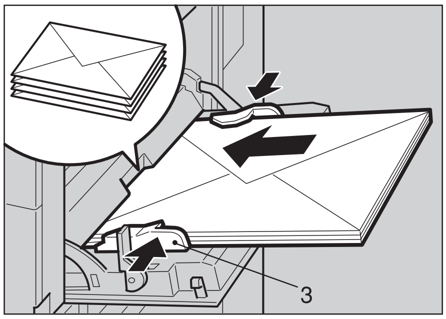
2 Lift the paper hold lever. Then swing out the extender.



1: Paper hold lever

2: Extender

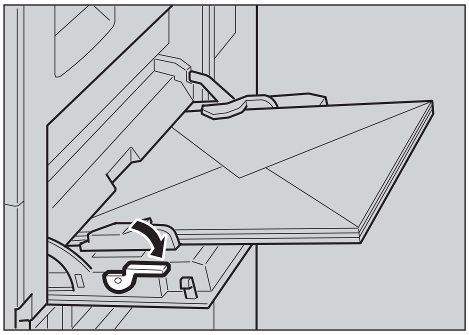
3 Lightly insert the envelopes face down and the sides of the flaps on the right as shown below.



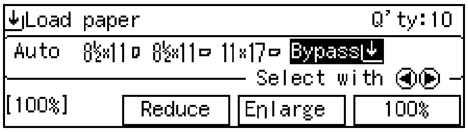
Important

- ❒ Make sure that the envelope flap are securely folded down, and that there is no air inside the envelopes.
- ❒ You can load up to 10 envelopes (72-90g/m^2, 19-24 lb). Do not stack envelope over the limit mark, otherwise a skew image or paper misfeeds might occur.

4 Lower the paper hold lever.



5 Make sure the [Bypass] is selected.



↓Load paper Q'ty:10

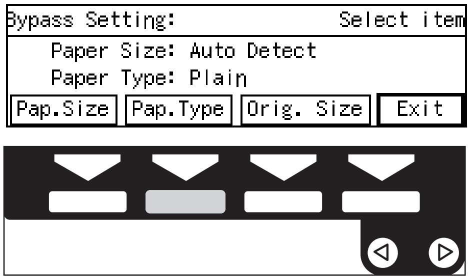
Auto 8½×11▭ 8½×11▭ 11×17▭ Bypass↓

Select with ◀▶

[100%]

6 Press the 【#】 key.

7 Press the [Pap.Type] key.

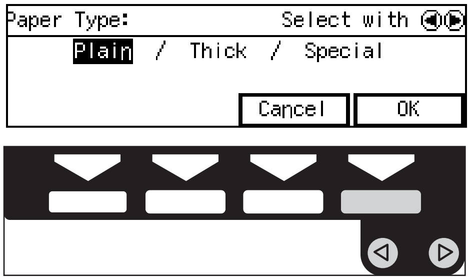


Bypass Setting: Select item

Paper Size: Auto Detect

Paper Type: Plain

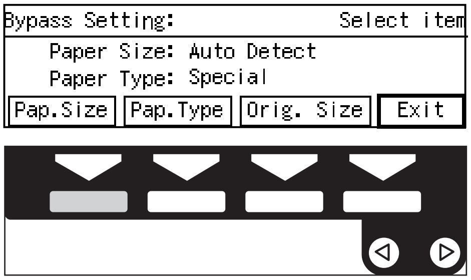
8 Select [Thick] with the ◁▷ keys. Then press the [OK] key.



Paper Type: Select with ◀▶

Plain / Thick / Special

9 Press the [Pap.Size] key.



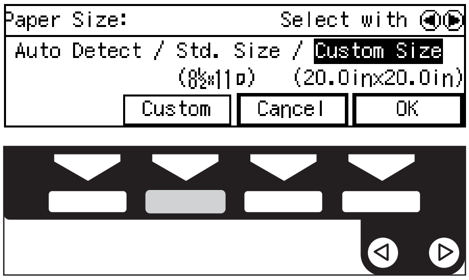
Bypass Setting: Select item

Paper Size: Auto Detect

Paper Type: Special

THYS670E

10 Select [Custom Size] with the ◁▷ keys. Then press the [Custom] key.



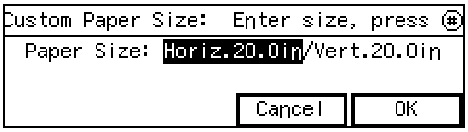
Paper Size: Select with ◁▷

Auto Detect / Std. Size / Custom Size

(8½×11▱) (20.0in×20.0in)

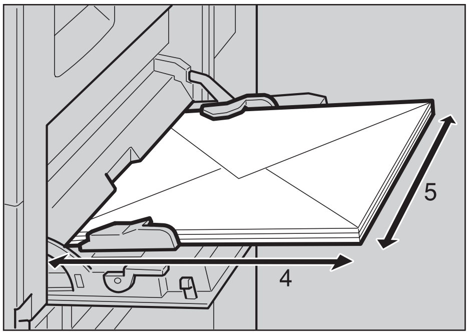
THYS760E

11 Enter the horizontal size of the envelope with the 【Number】 keys, then press the 【#】 key.



Custom Paper Size: Enter size, press #

Paper Size: Horiz.20.0in/Vert.20.0in

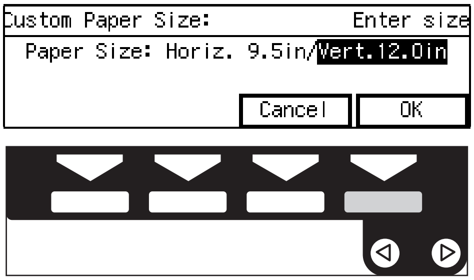


THYH390E

4: Horizontal

5: Vertical

12 Enter the vertical size of the envelope with the 【Number】 keys, then press the [OK] key.



Custom Paper Size: Enter size

Paper Size: Horiz. 9.5in/Vert.12.0in

THYS620E

Note

❒ You have to enter the size as follows:

❖ Metric version

	Horizontal × Vertical
Com #10 Env	241.3 × 104.8mm
C6 Env	162 × 114mm
DL Env	220 × 110mm
Monarch Env	190.5 × 98.4mm

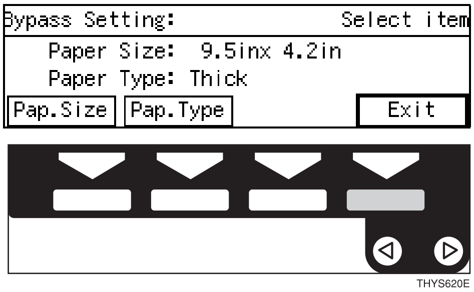
❖ Inch version

	Horizontal × Vertical
Com #10 Env	9.5" × 4.2"
C6 Env	6.4" × 4.5"
DL Env	8.7" × 4.4"
Monarch Env	7.5" × 3.9"

❒ To change the number entered, press the 【Clear/Stop】 key and enter the new number.

❒ When you specify the paper size, ⊻ appears on the display to indicate bypass tray copying.

13 **Press the [EXIT] key.**



```
Bypass Setting:                 Select item
    Paper Size:  9.5inx 4.2in
    Paper Type: Thick
Pap.Size  Pap.Type                  Exit
```

14 **Set your originals and press the 【Start】 key.**

Note

- ❒ Push on the center of the bypass tray to close it.

Program—Storing Your Copy Settings in Memory

You can store frequently used copy job settings in machine memory, and recall them for future use.

❖ Storing Your Settings

You can store your settings you frequently use.

❖ Deleting A Program

You can delete a stored program.

❖ Recalling A Program

You can recall a stored program.

Note

- You can store up to ten programs.
- Paper settings are stored based on paper size. So if you place more than one paper tray of a same size, the paper tray prioritized with the user tools will be selected first. See “12. Pap.Tray Priority” of the System Settings.
- Programs are not cleared by turning the power off or by pressing the **【Clear Modes】** or **【Energy Saver】** key. They are canceled only when you delete or overwrite them with another program.

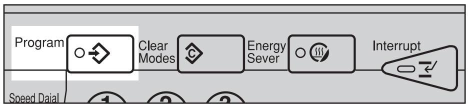
Limitation

- You cannot store the number of copies in a program.

Storing Your Settings

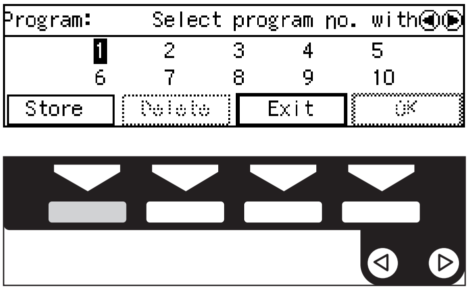
1 Edit the copy settings so that all functions you want to store in this program are selected in a program.

2 Press the 【Program】 key.



THYS090E

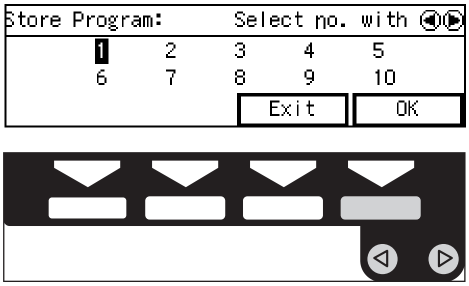
3 Press the [Store] key.


Program: Select program no. with◀▶

THYS670E

4 Select the program number you want to store these settings in with the ◀▶ keys. Then, press the [OK] key.

When the settings are successfully stored, the ◇ indicator appears.


Store Program: Select no. with ◀▶

THYS860E

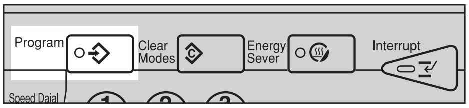
Note

- Program numbers with ◇ already have settings in them.
- If this program number is already being used, the machine will ask you if you wish to overwrite it - press the **[Yes]** or **[No]** key.

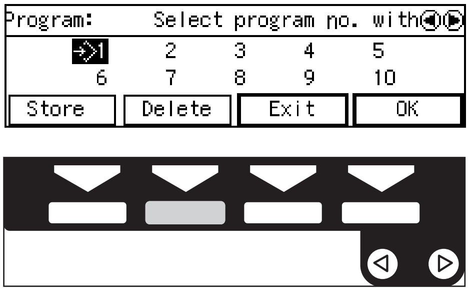
Deleting a Program

You can delete a stored program.

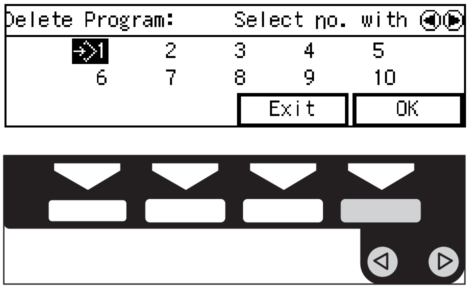
1 Press the 【Program】 key.



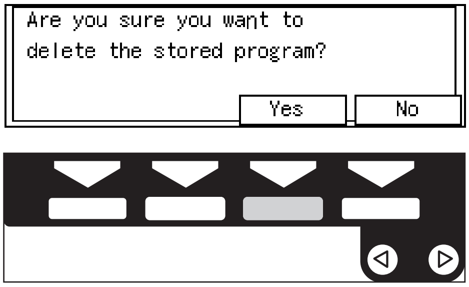
2 Press the [Delete] key.


Program: Select program no. with ◁▷

3 Select the program number you want to delete with the ◁▷ keys. Then press the [OK] key.


Delete Program: Select no. with ◁▷

4 Press the [Yes] key.

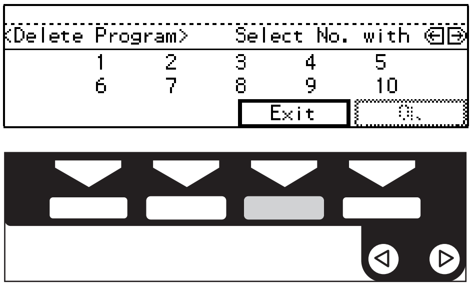

Are you sure you want to delete the stored program?

Note

- ❒ To cancel the deletion, press the **[No]** key.

5 To delete another program, repeat steps 3 and 4.

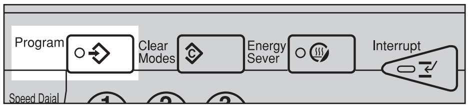
6 Press the [Exit] key.


<Delete Program> Select No. with ◁▷

Recalling a Program

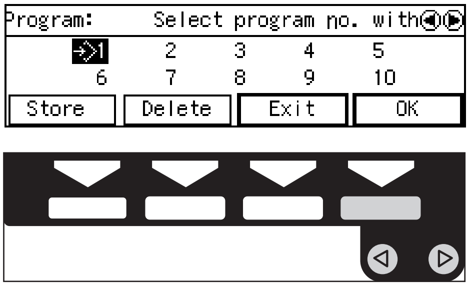
You can recall a stored program.

1 Press the 【Program】 key.



2 Select the program number you want to recall with the ◁▷ keys. Then, press the [OK] key.

The stored settings are displayed.


Program: Select program no. with ◁▷

Note

- ❒ Only programs with ⇨ contain a program.

3 Set your originals, enter the number of copies required with the 【Number】 keys, then press the 【Start】 key.

Other Functions

Energy Saver Mode—Saving Energy

If you do not operate the machine for a certain period after copying, or when you press and hold the **【Energy Saver】** key for more than one second, the display disappears and the machine enters Energy Saver mode. When you press the **【Energy Saver】** key again, the machine returns to the ready condition. In Energy Saver mode, the machine uses less electricity.

The Energy Saver mode makes a two-step reduction in electricity: one for the period up to the time set for Low Power mode, the other for the period after that time.
You can select the Energy Saver Mode power level.

Note

- ❒ The period for which the machine remains in Energy Saver mode (i.e. the period until the mode is turned off to return to the ready condition) varies with the effectiveness of energy saving.
- ❒ If you press the **【Energy Saver】** key during the operation, the current settings will be cleared.

Reference

See "07. Energy Saver Level" and "08. Energy Saver Timer" of the System Settings.

Interrupt—Temporarily Stopping One Job to Copy Something Else

You can make urgently needed copies during a multi-copy run.

1. **Press the 【Interrupt】 key.**

   The key indicator lights.

2. **Remove the originals currently set for copying, and set your originals for interrupt copying. Make your copies.**

3. **After interrupt copying, remove the originals for interrupt copying and the copies.**

4. **Press the 【Interrupt】 key again.**

   The key indicator goes off.

5. **Reset the previous originals. Then, press the 【Start】 key.**

   Note

   - ❒ The previous copy settings are recalled and the previous copy job can be resumed by pressing the **【Start】** key.

   Limitation

   - ❒ You cannot choose the sort or combine copy function in interrupt copying

User Codes

If the machine is set to use the User Code function, operators must input their user codes before the machine can be operated. The machine keeps count of the number of copies made under each user code.

Note

- ❒ When the machine is set for user codes, the machine will prompt you for your user codes after the power switch is on or the Auto Reset comes into effect.
- ❒ To prevent others from making copies using your user code, press the **【Clear Modes】** and **【Clear/Stop】** keys simultaneously after copying.

Reference

For setting user codes, see ⇒ P.81 *"1. General Features* $^{4}/_{4}$*"*.

Auto Start—Entering Copy Job Settings During the Warm-up Period

If you press the **【Start】** key during the warm-up period, the **【Start】** key will blink, and your copies will be made as soon as warm-up finishes.

1 Make any adjustments to copy settings during the warm-up period.

2 Set your originals.

3 Press the 【Start】 key.

The **【Start】** key indicator alternately flashes red and green.

Note

- ❒ To cancel Auto Start, press the **【Clear/Stop】** key.

Original Tone

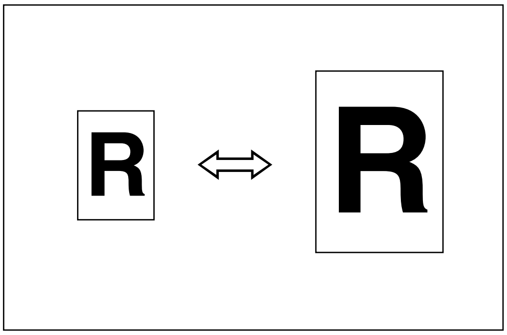
The key tone sounds and an error message is displayed when you leave your originals on the exposure glass for about two seconds after copying.

Note

- ❒ To cancel this function, see "11. Original Tone" in ⇒ P.80 *"1. General Features* $^{3}/_{4}$*"*.

Preset Reduce/Enlarge—Reducing and Enlarging Using Preset Ratios

You can select a preset ratio for copying.



Note

- ❐ You can select one of 7 present ratios (4 enlargement ratios, 3 reduction ratios in inch version or 3 enlagement ratios, 4 reduction rations in Metric version).
- ❐ You can change the preset ratios to other ratios you frequently use. See “05. Set Ratio” in⇒ P.79 *“1. General Features $^2/_4$”*.
- ❐ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- ❐ Copies can be reduced or enlarged as follows:

❖ Metric version

Ratio (%)	**Original → Copy paper size**
200 (enlarge area by 4)*	A5→A3
141 (enlarge area by 2)*	A4→A3, A5→A4
122*	F→A3, A4→B4
115	B4→A3
93*	Create Margin.
87	A3→B4
82	F→A4, B4→F
71 (reduce area by $^1/_2$)*	A3→A4, A4→A5
65	A3→F
50 (reduce area by $^1/_4$)*	A3→A5, F→A5

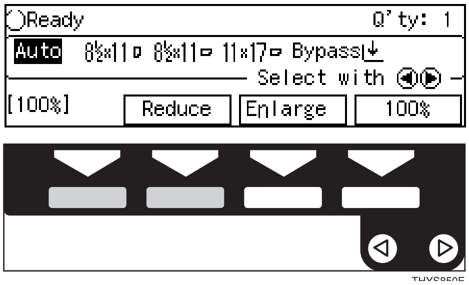
* Default

❖ Inch version

Ratio(%)	**Original → Copy paper size**
200 (enlarge area by 4)	$5^1/_2$" × $8^1/_2$"→11" × 17"
155 (enlarge area by 2)*	$5^1/_2$" × $8^1/_2$"→$8^1/_2$" × 14"
129*	$8^1/_2$" × 11"→11" × 17"
121*	$8^1/_2$" × 14"→11" × 17"
93*	Create Margin
85	F→$8^1/_2$" × 11"
78*	$8^1/_2$" × 14"→$8^1/_2$" × 11"
74	11" × 14"→$8^1/_2$" × 11"
65*	11" × 17"→$8^1/_2$" × 11"
50 (reduce area by $^1/_4$)	11" × 17"→$5^1/_2$" × $8^1/_2$"

* Default

1 **Press the [Enlarge] or [Reduce] key to select a ratio.**



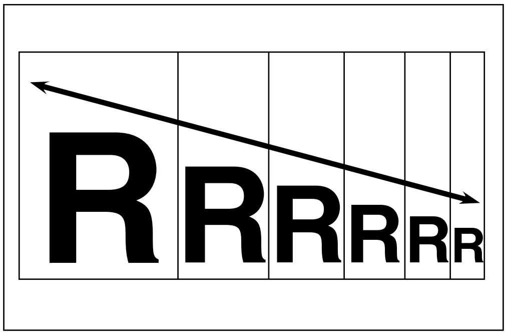
Note

❒ Another preset ratio is displayed every time you press the key.

2 **Set your originals, then press the 【Start】 key.**

Zoom—Reducing and Enlarging in 1% Steps

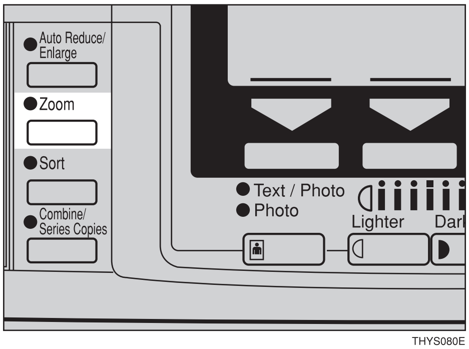
You can change the reproduction ratio in 1% steps.



Note

- ❒ You can specify the reproduction ratio within between 50% and 200%.
- ❒ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- ❒ You can select a preset ratio which is near the desired ratio, then press the 【Zoom】 key and adjust the ratio with the [+] or [−] key.

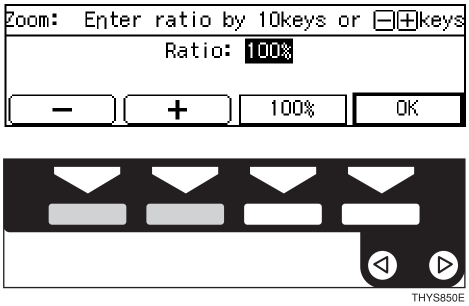
1 Press the 【Zoom】 key.



2 Enter the ratio.

When using the [+] or [−] key

❶ Enter the desired reproduction ratios with the [−] or [+] key.


Zoom: Enter ratio by 10keys or ⊟⊞keys

Ratio: 100%

Note

- ❒ To change the ratio in 1% steps, just press the [+] or [−] key. To change the ratio in 10% steps, press and hold down the [+] or [−] key.

When using the 【Number】 keys

❶ Enter the desired ratio with the 【Number】 keys.

Note

- ❒ To change the ratio entered, press the 【Clear/Stop】 key and enter the new ratio.

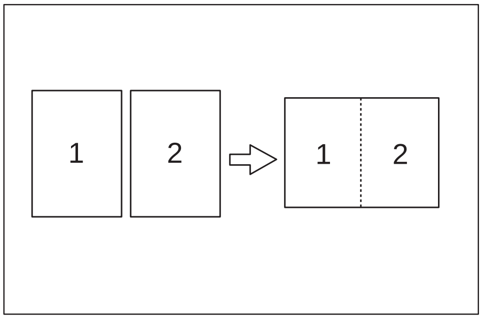
❷ Press the [OK] key.

3 Set your originals, then press the 【Start】 key.

Combine—Combining Originals into One Copy

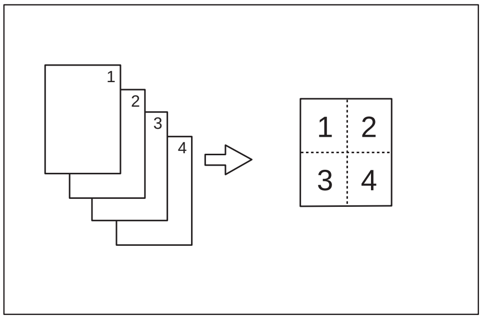
You can make 1 sheet of copies from 2 or more one sided originals.

❖ **2 pages→1-sheet**
This mode makes two facing pages on one-sided copy.



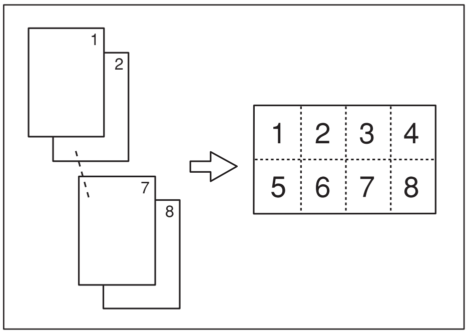
GC SHVY 7J

❖ **4 pages→1-sheet**
4 one-sided pages are copied onto 1 one-sided sheet.



GC SHVY 8J

❖ **8 pages→1-sheet**
8 one-sided paper are copied onto 1 one-sided sheet.



THYH410E

Limitation

❒ You cannot use the bypass tray with this function.

❒ The machine cannot copy originals different in size and direction.

Note

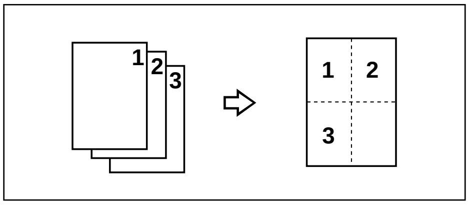
❒ The number of originals copied (combined) can be 2, 4 or 8.

❒ In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on the copy paper sizes and the number of originals.

❒ The machine uses ratios within the range of 50 to 200%.

❒ If the calculated ratio is under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins appear on copies.

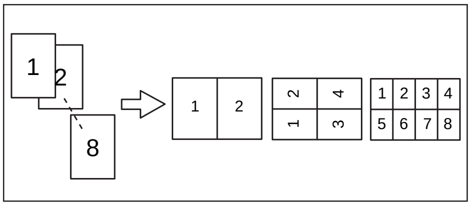
❒ When the number of originals placed is less than the number specified for combining, the last page(s) will be copied blank as shown in the illustration. See "1. Comb. Auto Eject" in⇒ P.77 *"Input/Output"*.



❒ Even if the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.

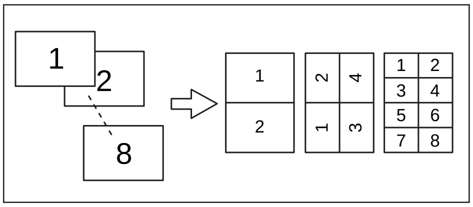
❒ Direction of the originals and arrangement of combined images.

❖ **Portait (▯) originals**



GCSHUY1E

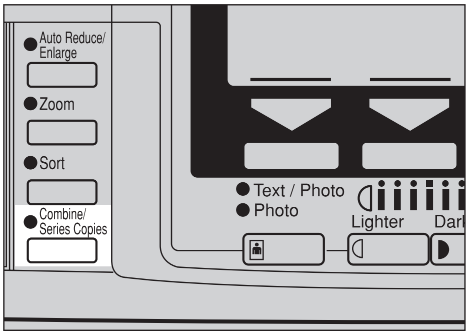
❖ **Landscape (▭) originals**



GCSHUY2E

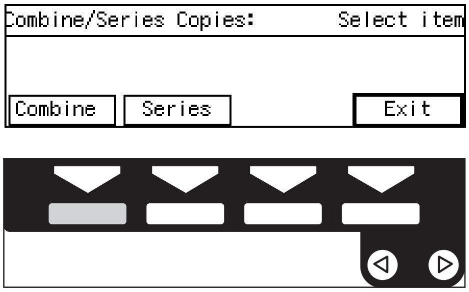
❒ Separation line between originals cannot be printed.

1 **Press the 【Combine/Series Copies】 key.**



THYS100E

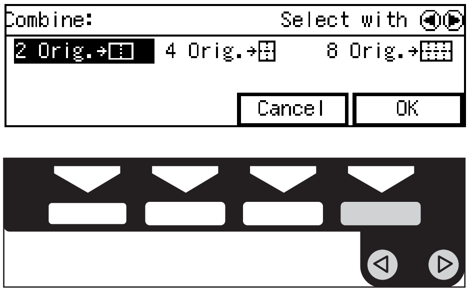
2 **Press the [Combine] key.**



Combine/Series Copies: Select item

THYS670E

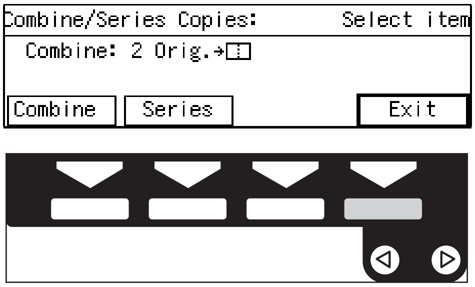
3 **Select the desired combine modes with the ◁▷ keys. Then, press the [OK] key.**



Combine: Select with ◁▷

THYS860E

4 **Press the [Exit] key.**



Combine/Series Copies: Select item

Combine: 2 Orig.→

THYS620E

5 **Press the ◁▷ keys to select the copy paper.**

When setting a stack of originals in the document feeder

❶ **Set your originals, then press the 【Start】 key.**

Note

❒ The last page should be on the bottom.

When setting an original on the exposure glass or in the document feeder

❶ **Set the original, then press the 【Start】 key.**

Note

❒ Start with the first page to be copied.

❷ **Set the next original, then press the 【Start】 key.**

Note

❒ When you set an original in the document feeder, the second and subsequent originals can be fed automatically without pressing the 【Start】 key.

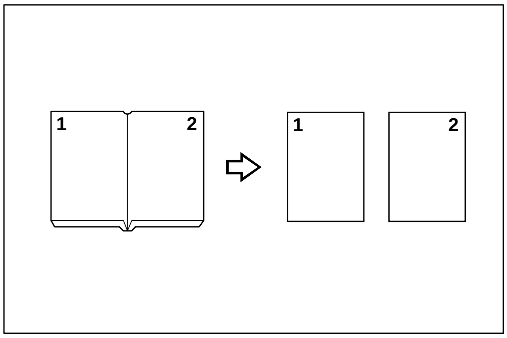
❸ **After all originals are scanned, press the 【#】 key.**

Series Copies—Making Two-sheets Copies from Book Originals

You can make one-sided copies from two facing pages of bound (book) originals.

❖ Book → 2-sheets

You can make two-sheets copies from two facing pages of a bound original (book).



Note

- ❒ Refer to the following table when you select original and copy paper sizes with 100% ratio:

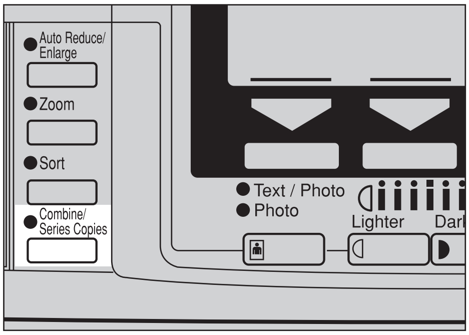
❖ Metric version

Original	Copy paper
A3▭	A4▯ × 2 sheets
B4▭	B5▯ × 2 sheets
A4▭	A5▯ × 2 sheets

❖ Inch version

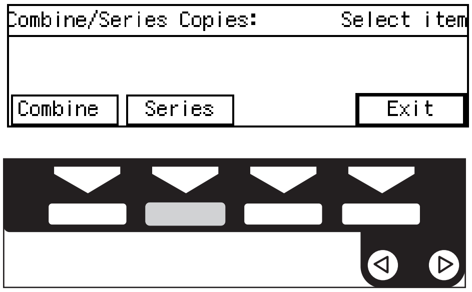
Original	Copy paper
11" × 17"▭	$8^1/_2$" × 11"▯ × 2 sheets
$8^1/_2$" × 11"▭	$5^1/_2$" × $8^1/_2$"▯ × 2 sheets

1 Press the 【**Combine/Series Copies**】 key.



THYS100E

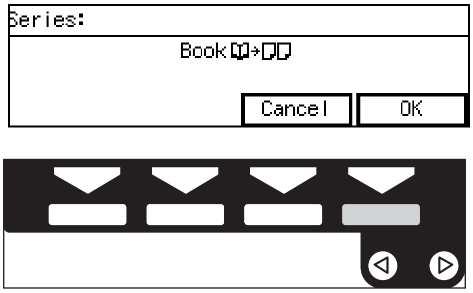
2 Press the [**Series**] key.



Combine/Series Copies: Select item

THYS760E

3 Press the [**OK**] key.

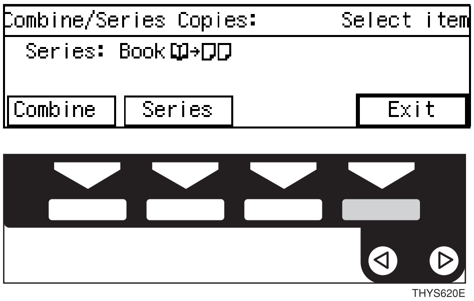


Series:

Book 🕮→▯▯

THYS620E

4 Press the [Exit] key.



Combine/Series Copies: Select item

Series: Book

5 Set your originals, then press the 【Start】 key.

Combination Chart

The combination chart given below shows which modes can be used together. When you read the chart, please refer to the following table.

☆	means that these modes can be used together.
→	means that these modes cannot be used together. The mode after you select will be the mode you're working in.
×	means that these modes cannot be used together. The mode before you select will be the mode you're working in.

The following shows the combinations of functions.

		Mode after you Select															
		Setting Originals on the Exposure Glass	Setting Originals in the Document Feeder	Input the Original size	Auto Image Density	Lighter/Darker	Text	Text•Photo	Photo	Auto Paper Select	Auto Reduce/Enlarge	Sort	Copying from the Bypass Tray	Reduce/Enlarge	Zoom	Combine	Series Copies
Mode before you Select	Setting Originals on the Exposure Glass	—	→	×	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Setting Originals in the Document Feeder	×	—	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Input the Original size	→	☆	—	☆	☆	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	☆
	Auto Image Density	☆	☆	☆	—	*1	*3	*3	*3	☆	☆	☆	☆	☆	☆	☆	☆
	Lighter/Darker	☆	☆	☆	→	—	*3	*3	*3	☆	☆	☆	☆	☆	☆	☆	☆
	Text	☆	☆	☆	☆	☆	—	→	→	☆	☆	☆	☆	☆	☆	☆	☆
	Text•Photo	☆	☆	☆	☆	☆	→	—	→	☆	☆	☆	☆	☆	☆	☆	☆
	Photo	☆	☆	☆	☆	☆	→	→	—	☆	☆	☆	☆	☆	☆	☆	☆
	Auto Paper Select	☆	☆	×	☆	☆	☆	☆	☆	—	→	☆	→	☆	☆	→	→
	Auto Reduce/Enlarge	☆	☆	☆	☆	☆	☆	☆	☆	×	—	☆	*2	→	→	→	→
	Sort	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	—	*2	☆	☆	☆	☆
	Copying from the Bypass Tray	☆	☆	☆	☆	☆	☆	☆	☆	→	*2	*2	—	☆	☆	*2	*2
	Reduce/Enlarge	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	—	☆	→	☆
	Zoom	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	—	→	☆
	Combine	☆	☆	☆	☆	☆	☆	☆	☆	×	☆	☆	*2	☆	☆	—	→
	Series Copies	☆	☆	☆	☆	☆	☆	☆	☆	×	×	☆	*2	☆	☆	→	—

*1 Combined auto and manual image density.

*2 "××× cannot be selected" is displayed.

*3 Depending on "02. ADS Priority".

3. What to do If Something Goes Wrong

If Your Machine does not Operate as You Want

Message

Machine's Condition	Problem/Cause	Action
The machine instructs you to wait.	The machine is warming up.	Wait for the machine to warm-up. **Reference** You can use Auto Start mode during warm-up period. See ⇒ P.50 *"Auto Start—Entering Copy Job Settings During the Warm-up Period"*
The machine cannot detect the original size.	Improper original is set. See ⇒ P.15 *"Sizes Difficult to Detect"*.	Select paper manually, not in Auto Paper Select mode.
		Do not use Auto Reduce/ Enlarge mode.
		When you set originals in the document feeder, input the both horizontal and vertical sizes of the non-standard original. See ⇒ P.27 *"Setting Originals on the Exposure Glass"*.
	Original is not set.	Set your originals.
The machine instructs you to check the original direction.	There is no copy paper that is the same direction as the originals.	Set the original in the same direction as the copy paper.
The machine instructs you to reset the paper tray correctry.	--	Reset the paper tray correctry.
The machine instructs you to check paper size.	Improper original size is set.	Select the proper paper size.

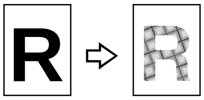
Machine's Condition	Problem/Cause	Action
You cannot enter the desired copy set number.	The number of copies exceeds the maximum copy quantity.	You can change the maximum copy quantity that you can make at a time. See "04. Max. Copy Q'ty" in ⇒ P.78 *"1. General Features $^{1}/_{4}$"*

Display

Problem	Cause	Action
The panel display is off.	The machine is in Energy Saver mode.	Press the **【Energy Saver】** key to cancel Energy Saver mode.
	The operation switch is turned off.	Turn on the operation switch.
Nothing happens when the operation switchis turned on.	The main power switch is turned off.	Turn on the main power switch. See ⇒ P.1 *"Guide to Components"*

If You Cannot Make Clear Copies

Problem	**Cause**	**Action**
Copies appear dirty.	The image density is too dark.	Adjust the image density. ⇒ P.31 *“Adjusting Copy Image Density”*.
	Auto Image Density is not selected.	Select Auto Image Density.
The reverse side of an original image is copied.	The image density is too dark.	Adjust the image density. ⇒ P.31 *“Adjusting Copy Image Density”*.
	Auto Image Density is not selected.	Select Auto Image Density.
A shadow appears on copies if you use the pasted originals.	The image density is too dark.	Adjust the image density. ⇒ P.31 *“Adjusting Copy Image Density”*.
		Change the direction of the original.
		Put mending tape on the pasted part.
The same copy area is dirty whenever making copies.	The exposure glass, platen cover, or reader of the document feeder is dirty.	Clean them. ⇒ P.89 *“Maintaining Your Machine”*.
Copies are too light.	The image density is too light.	Adjust the image density. ⇒ P.31 *“Adjusting Copy Image Density”*.
	Damp or rough grain paper is used.	Use dry paper without rough grain.
	Toner cartridge is almost empty.	Pull the toner cartridge in the copier, and shake it to side to side about 5-6 times. Then insert it into the copier, close the side cover, and make copies again. If it does not better, replace the toner cartridge. ⇒ P.67 *“Replacing the Toner Cartridge”*.

Problem	**Cause**	**Action**
Parts of the image are not copied.	The original is not set correctly.	Set originals correctly. ⇒ P.27 *"Setting Originals"*.
	An improper paper size is selected.	Select the proper paper size.
Copies are blank.	The original is not set correctly.	Set originals correctly. ⇒ P.27 *"Setting Originals"*.
Images are uneven or blurred.	Copy paper was not stored properly.	Set papers on the Bypass tray, and specify "Special" for Pap. Type. ⇒ P.42 *"When copying onto OHP transparencies or thick paper"*
Images are light.	Black and white printed originals	Press the 【**Darker**】 key. ⇒ P.29 *"Adjusting Copy Image Density"*
	Original with designed background.	Press the 【**Darker**】 key. ⇒ P.29 *"Adjusting Copy Image Density"*
	Colored text originals	Press the 【**Darker**】 key. ⇒ P.29 *"Adjusting Copy Image Density"*
Images are dark.	Black and white printed originals	Press the 【**Lighter**】 key. ⇒ P.29 *"Adjusting Copy Image Density"*
	Original with designed background.	Press the 【**Lighter**】 key. ⇒ P.29 *"Adjusting Copy Image Density"*
The reverse side of an original is copied.	Timetables or maps	Specify "Sharp" for Text mode in "08.Image Adjustment". Then select the Text mode. ⇒ P.79 *"08.Image Adjustment"*
A moire pattern is produced on copies. 	Your original has dot pattern image or many lines.	Place the original on the exposure glass at a sight angle.
	Printed photographs	Select the Photo mode.
	Standard photographic prints	Select the Text·Photo mode.
Tones are not reproduced properly.	Standard photographic prints	Specify "Glossy Photo" for Photo mode in "08.Image Adjustment". Then select the Photo mode. ⇒ P.79 *"08.Image Adjustment"*
	Printed photographs	Select the Photo mode and adjust the image density.

If You Cannot Make Copies as You Want

Problem	**Cause**	**Action**
Misfeeds occur frequently.	Copy paper size setting is not correct.	Set the proper paper size. See ⇒ P.72 *"Changing the Paper Size"*.
You cannot combine several functions.	Selected functions cannot be used together.	Refer to the combination chart. See ⇒ P.59 *"Combination Chart"*.

Loading Paper

Note

- ❒ If you want to change the paper size, see ⇒ P.72 *"Changing the Paper Size"*.

Reference

Regarding paper types and sizes that can be set, see ⇒ P.17 *"Copy Paper"*.

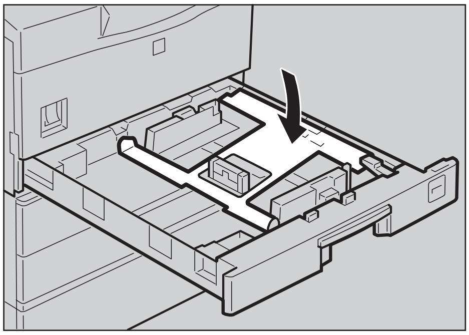
1 Pull out the paper tray until it stops.

Loading paper in the paper tray (Tray 1)

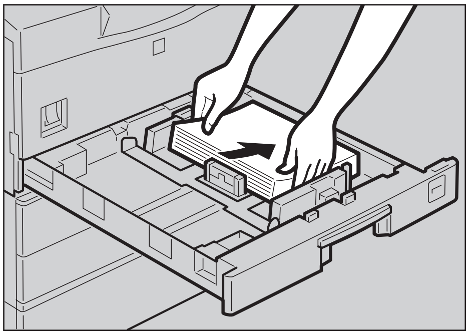
Note

- ❒ The bottom plate lower automatically, if not, lower it.
- ❒ When the bottom plate is up, the paper tray cannot reset.

❶ Make sure the bottom plate is down.

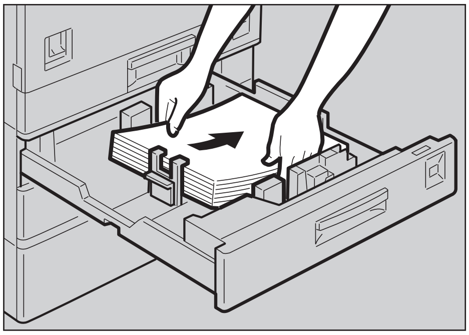


❷ Square the paper and set it in the tray.



Loading paper in the paper tray unit (Tray 2, 3)

❶ Square the paper and set it in the tray.



Important

- ❒ Do not stack paper over the limit mark.

Note

- ❒ Shuffle the paper before setting it in the tray.

2 Push the paper tray in until it stops.

Replacing the Toner Cartridge

When is displayed, it is time to replace the toner cartridge.

⚠ ***WARNING:***

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of the used toner containers according to local regulations for plastics.***

⚠ ***CAUTION:***

- *Do not eat or swallow toner.*
- *Keep toner (used or unused) and toner containers out of reach of children.*

⚠ ***CAUTION:***

- *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*

Important

- ❒ If you use the toner cartridge other than that recommended, a fault might occur.
- ❒ When replacing the toner cartridge, do not turn off the power switch. If you do, your settings are cleared.
- ❒ Always replace the toner cartridge after the machine instructs you to replace the toner cartridge.
- ❒ Do not use used toner. This will damage the machine.

Note

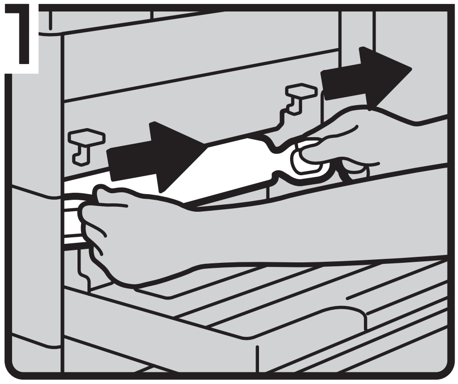
- ❒ You can still make about 150 copies after the appears, but replace the toner early to prevent poor copy quality.

Reference

Regarding toner storage, see ⇒ P.23 *"Toner Storage"*.

❶ Open the side cover.

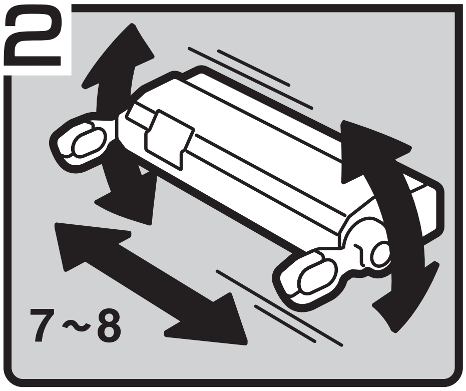
❷ Pull the used toner cartridge out of the machine by holding the grips of it.



THYH300E

❸ Take a new toner cartridge from the box.

❹ Hold the toner cartridge as shown in the illustration, and shake it side to side about 7-8 times.

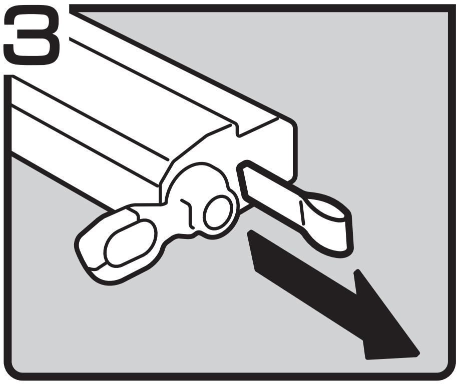


THYH310E

Note

- ❒ If the toner cartridge is not shaken enough, toner might not be evenly distributed in the cartridge. In this case, the print quality might be reduced.

❺ Place the toner cartridge on a flat surface. Pull out the tape inside the unit horizontally while holding the cartridge with one hand as shown in the illustration.

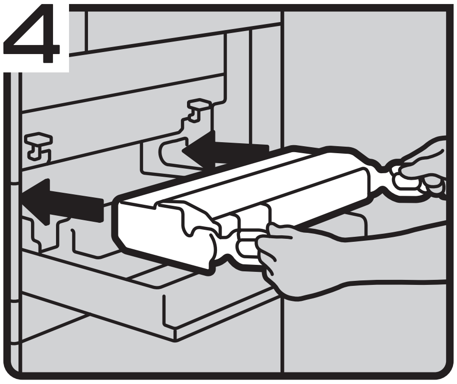


THYH320E

Note

- ❒ Be sure to remove the tape completely before installing the new toner cartridge. Otherwise, the machine might be damaged.
- ❒ Be sure to pull the tape horisontally. Pulling it upward or downward causes toner scattering.
- ❒ Be careful not to make your cloths dirty toner.
- ❒ After pulling out the tape from the cartridge, toner scatters easily. Do not shake or give a shock to the cartridge.

❻ Holding the grips of the cartridge, insert it into the machine until it stops.



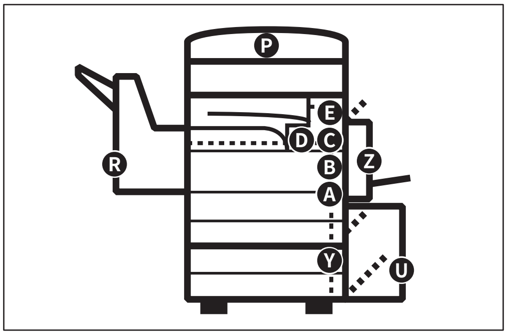
THYH330E

❼ Close the side cover.

Important

- ❒ Do not close the side cover with force. If you cannot close the cover easily, pull out the toner cartridge from the copier and insert it again. After that, close the side cover again.
- ❒ After installing the new toner cartridge, the first few page migth be printed with light density.

Clearing Misfeeds



ND4X0200

⚠ CAUTION:

- *When removing misfed paper, do not touch the fusing section because it could be very hot.*

Important

❒ When clearing misfeeds, do not turn off the power switch. If you do, your copy settings are cleared.

❒ To prevent misfeeds, do not leave any torn scraps of paper within the machine.

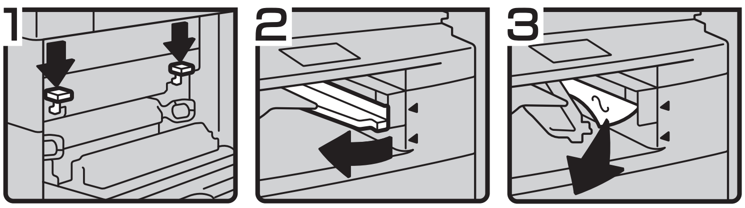
❒ If paper misfeeds occur repeatedly, contact your service representative.

Note

❒ More than one misfed areas may be indicated. In this case, check every applicable area. Refer to the following charts: A, B, C, D, R, P, Y

❒ You can find a sticker explaining how to remove misfed paper inside of the rightside cover.

■ When R is lit



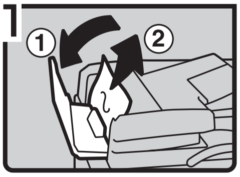
❶ Push down the levers as shown.

❷ Open the Internal tral2 cover.

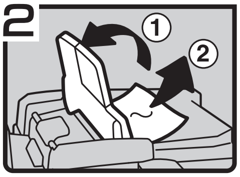
❸ Remove misfed paper.

THYH350E

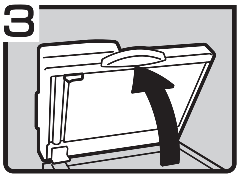
When P is lit



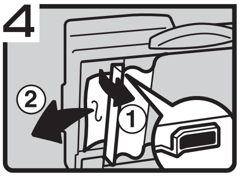
❶ Open the left cover of the document feeder and remove misfed originals.



❷ Open the tray and remove misfed originals.

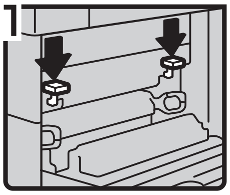


❸ Lift the document feeder.

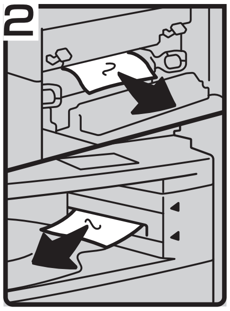


❹ Open the green tub and remove misfed originals.

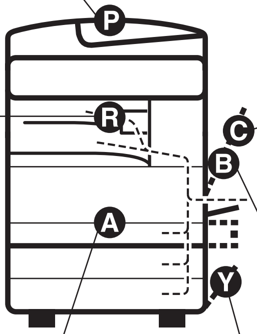
When C is lit



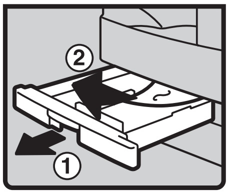
❶ Push down the levers as shown.



❷ Remove misfed paper.

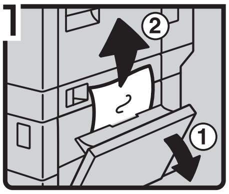


When A is lit

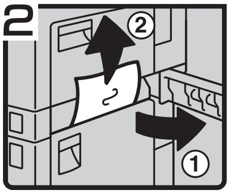


❶ Pull the paper tray and remove misfed paper.
❷ Open the right-side cover then close it.

When Y is lit

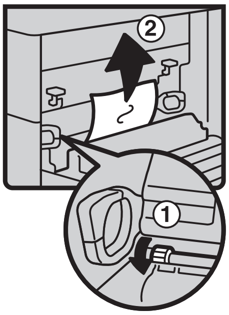


❶ Open the right-side cover in tray unit.
❷ Remove misfed paper.



❸ Open the right-side cover in papertray.
❹ Remove misfed paper.

When B is lit



❶ Turn the knob downward.
❷ Remove misfed paper.

THYH360E

Changing the Paper Size

Important

- ❒ Make sure to select paper size with the paper size selector or user tools. Otherwise, misfeeds might occur.

Reference

For paper sizes, weight, and capacity that can be set in each tray, see ⇒ P.17 *"Copy Paper"*.

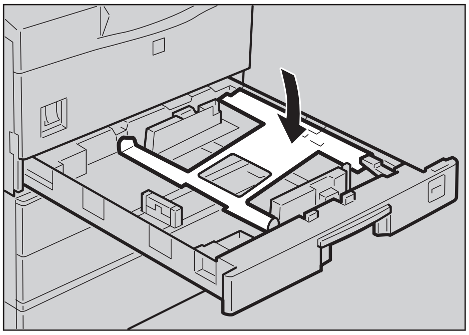
Tray 1

1 Make sure that the paper tray is not being used.

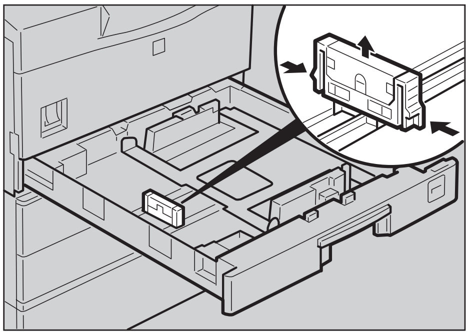
2 Pull the paper tray, then remove papers in it.

Note

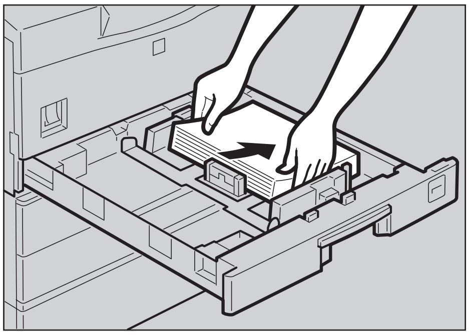
- ❒ The bottom plate is down automatically, if not, lower the bottom plate.
- ❒ When the bottom plate is up, the paper tray cannot reset.



3 Press the release lever and pull the left guide up. Then put it to the paper size you want to use.



4 Square the paper and set it in the tray.



Important

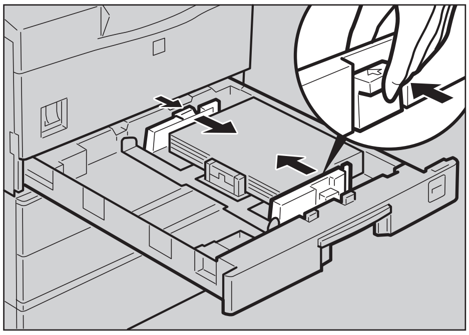
- ❒ Do not stack paper over the limit mark.

Note

- ❒ Shuffle the paper before setting in the tray.

5 While pressing the levers on the rear guides, slide the rear guides

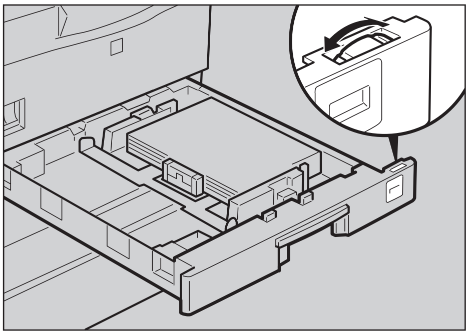
to the paper size you want to use.



Note

- ❒ When pressing the levers, push them together.

6 Adjust the paper size selector.



Note

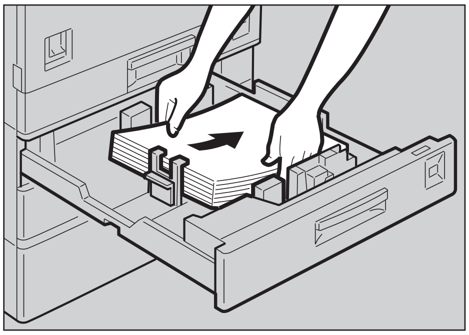
- ❒ The available paper sizes on the paper size selector are shown below. If the paper size you need is not there, see *"11.Special Pap. Size"* in the System Settings.
- Metric version: A3▭, A4▯▭, A5▯, $8^1/_2$" x 11"▯, 8" x 13"▭
- Inch version: 11" x 17"▭, $8^1/_2$" x 14"▭ ,$8^1/_2$" x 11"▯▭, $8^1/_2$" x 13"▭ ,A4▯

Tray 2, 3

1 Make sure that the paper tray is not being used.

2 Pull the paper tray, then remove papers in it.

3 Square the paper and set it in the tray.



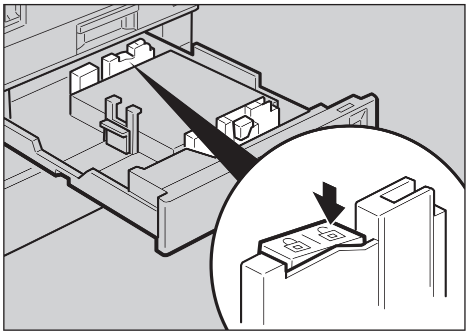
Important

- ❒ Do not stack paper over the limit mark.

Note

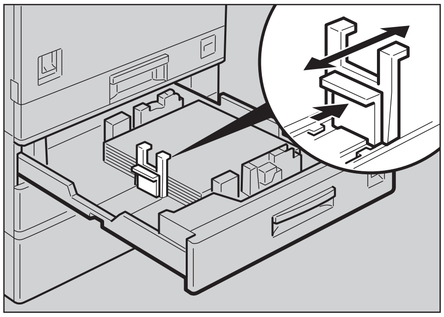
- ❒ Shuffle the paper before setting in the tray.

4 Unlock the lever.



5 While pressing the release levers on the front and rear guides, slide the front and rear guides to the

paper size you want to use.

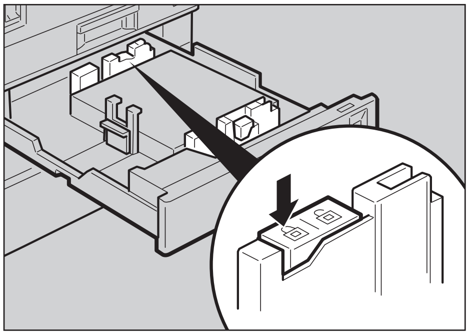


THYH210E

Note

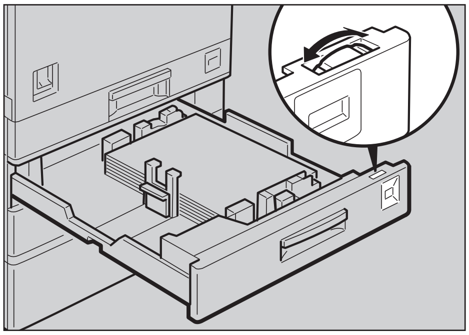
- ❒ When pressing the levers, push them together.

6 **While pressing the release lever, slide the left guide to the paper size you want to use.**



THYH290E

7 **Adjust the paper size selector.**



THYH270E

Note

- ❒ The available paper sizes on the paper size selector are shown below. If the paper size you need is not there, see “11.Special Pap. Size” in the System Settings.
  - Metric version: A3▭, A4▯▭, 11" x 17"▭, $8^{1}/_{2}$" x 14"▭, $8^{1}/_{2}$" x 11"▯▭
  - Inch version: A3▭, A4▯▭, 11" x 17"▭, $8^{1}/_{2}$" x 14"▭, $8^{1}/_{2}$" x 11"▯▭

4. User Tools (Copy Features)

Accessing the User Tools (Copy Features)

This section is for the key operators in change of this machine. You can change or set the machine's default settings.

Preparation

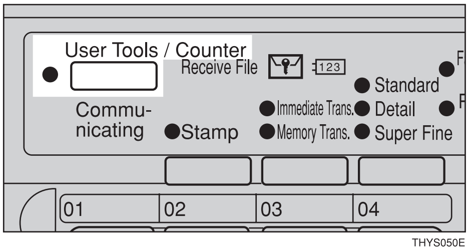
After using the user tools, be sure to exit from user tools.

Reference

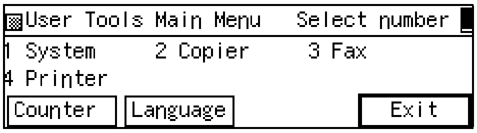
Regarding about the user tools for system setting, see “Accessing The User Tools (System Settings)” in the System Settings.

Regarding the user tools for the fax or printer mode, see each Operating Instructions.

1 **Press the 【User Tools/Counter】 key.**



2 **Enter 【2】 with the 【Number】 key.**

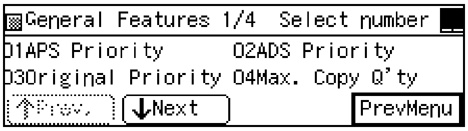


User Tools Main Menu Select number
1 System 2 Copier 3 Fax
4 Printer
Counter Language Exit

Note

- Press the 【Counter】 key to check or print out the total number of prints made by the machine.
- Press the 【Language】 key to switch the display panel language.

3 **Enter the number of the desired User Tools menu with the 【Number】 keys.**



General Features 1/4 Select number
01APS Priority 02ADS Priority
03Original Priority 04Max. Copy Q'ty
↑Prev. ↓Next PrevMenu

Note

- To return to the previous menu, press the **[PrevMenu]** key.

4 **Search for the desired setting with the [↓Next] key. Enter its number with the 【Number】 keys.**

Note

- **[↓Next]**: Press to go to the next page.
- **[↑Prev.]**: Press to go back to the previous page.

Reference

See ⇒ P.75 *“User Tools (Copy Features)”*.

5 **Change the settings by following the instructions on the panel display. Then, press the [OK] key.**

Reference

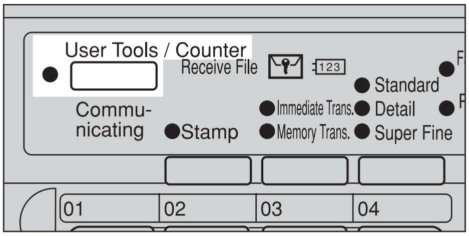
See ⇒ P.78 *“Settings You Can Change with the User Tools”*.

Note

- **[OK]** key: Press to set the new settings and return to the previous menu.
- **[Cancel]** key: Press to return to the previous menu without changing any data.

Exiting from User Tools

1 After changing the user tools settings, press the 【User Tools/Counter】 key.

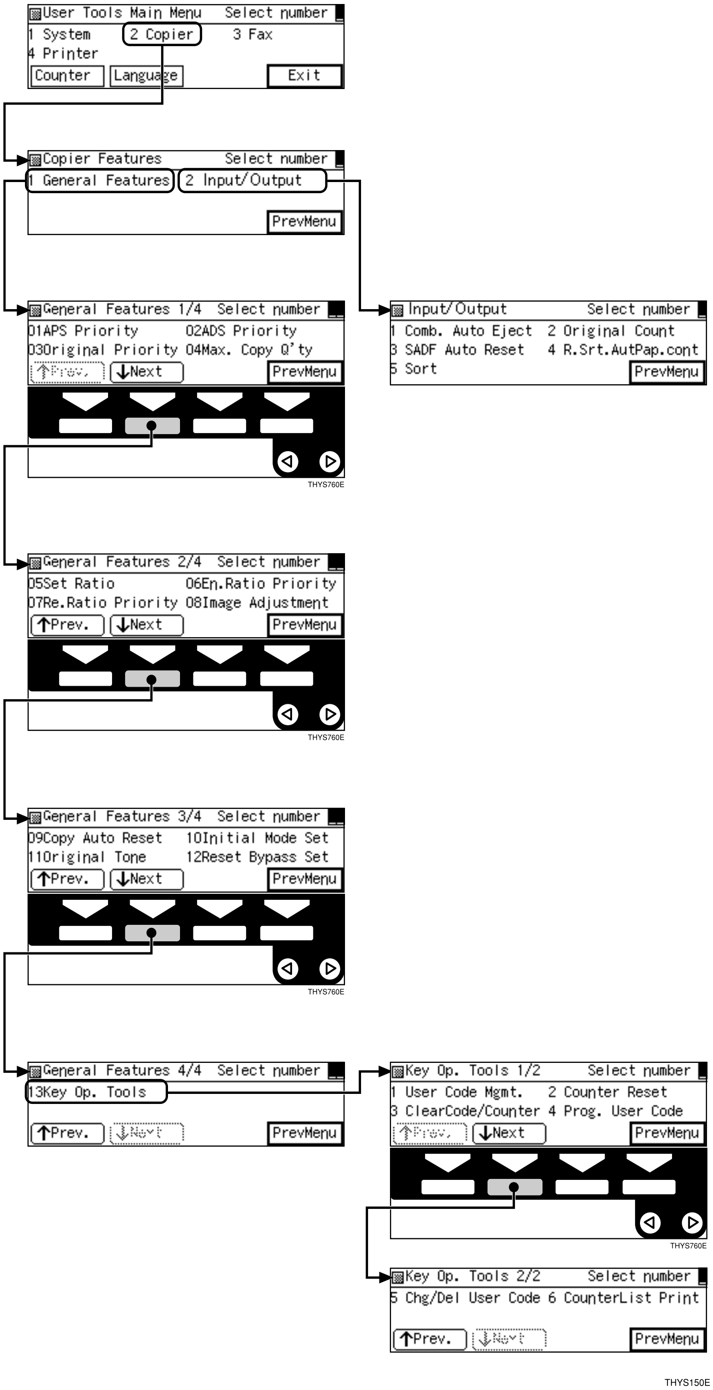


THYS050E

Note

- ❒ The settings are not canceled even if the power switch is turned off or the 【**Clear Modes**】, 【**Energy Saver**】 key is pressed.

User Tools Menu (Copy Features)



Settings You Can Change with the User Tools

Reference

For how to access the user tools, see ⇒ P.75 *"Accessing the User Tools (Copy Features)"*.

For how to change the settings, see ⇒ P.7 *"Function menu display"*.

1. General Features $^1/_4$

Menu	Description
01. APS Priority	As a default setting, Auto Paper Select is selected. You can cancel this setting. **Note** ❒ Default: *Yes*
02. ADS Priority	In each mode of Text, Text·Photo and Photo, you can specify whether to select Auto Image Density. **Note** ❒ Default: • Text: *Yes* • Text·Photo: *Yes* • Photo: *No*
03. Original Priority	As a default setting, Text is selected as original Type. You can change it to Text·Photo or Photo. **Note** ❒ Default: *Text*
04. Max. Copy Q'ty	The maximum copy quantity can be set between 1 and 999. **Note** ❒ Default: *99*

1. General Features $^2/_4$

Reference

For how to change the settings, see ⇒ P.7 *"Function menu display"*.

Menu	**Description**
05. Set Ratio	Up to 2 reproduction ratios which you frequently use can be registered. **Reference** See ⇒ P.51 *"Preset Reduce/Enlarge—Reducing and Enlarging Using Preset Rations"*
06. En Ratio Priority	You can change the preset Eularge ratio.
07. Re. Ratio Priority	You can change the preset Reduce ratio.
08. Image Adjustment	You can adjust the quality level of copies for each of the original types (Text, Text•Photo, Photo). You can specify the toner saving feature in "Text". **Note** ❒ Default: • Text: Normal • Text•Photo: Photo Priority • Photo: Press Print **Reference** See ⇒ P.63 *"If you Cannot Make Clear Copies"*

1. General Features 3/4

Reference

For how to change the settings, see ⇒ P.7 *"Function menu display"*.

Menu	Description
09. Copy Auto Reset	The machine returns to its initial condition automatically after your job is finished. The time can be set from 10 to 180 seconds. **Note** ❒ Default: *60 seconds*
10. Initial Mode Set	You can select the Initial mode or Program No. 10 as the mode to be effective when modes are cleared. **Note** ❒ Default: *Standard*
11. Original Tone	The key tone sounds when you forgot to remove originals after copying. **Note** ❒ Default: *On* ❒ If the Panel Tone setting is set to Off, (see "System settings"), the key tone does not sound irrespective of the setting (On or Off) of this Original Tone function.
12. Reset Bypass Set	You can select whether sill set or reset the sizes input for the bypass tray setting. **Note** ❒ Default: *Off*

1. General Features$^4/_4$

Reference

For how to change the settings, see ⇒ P.7 *"Function menu display"*.

Menu	Description
13. Key Op. Tools You can change settings for user access limitation for copier functions.	
1. User Code Mgmt.	Specify whether to employ user codes to restrict copier users and manage the number of copies made. **Note** ❒ Default: No
2. Counter Reset	You can check the number of copies made under each user code. You can also reset each user code's counter to 0. **Note** ❒ If more than one user code is registered, you can view all the counters using the **[↑Prev.]** or **[↓Next]** key.
3. Clear Code/Counter	You can delete all user codes or reset all counters to 0.
4. Prog. User Code	You can register user codes. **Note** ❒ Up to 50 user codes (8 digits or less) can be registered.
5. Chg/Del User Code	You can change or delete user codes. **Note** ❒ The number of copies made under the old code is added to that made under the new user code. ❒ The number of copies made under the deleted code is also deleted.
6. Counter List Print	You can print a list of counters shown by user code. **Note** ❒ To stop the printing, press the **[Cancel]** key.

2. Input/Output

Reference

For how to change the settings, see ⇒ P.7 *"Function menu display"*.

Menu	Description
1. Comb. Auto Eject	As a default setting, even if the number of originals in the optional document feeder is less than the number required in the selected Combine mode, the lacking number of copies are automatically made in blank. You can cancel this setting.⇒ P.54 *"Combine—Combining Originals into One Copy"* **Limitation** ❒ When you set one original at a time in the document feeder or set an original on the exposure glass, this function does not come effect. **Note** ❒ Default: *Yes*
2. Original Count	As a default setting, the display shows the copy quantity you specified and the number of copies made. You can cancel this setting, and instead view the number of originals to be fed in the document feeder and the number of copies made. **Note** ❒ Default: *No*
3. SADF Auto Reset	When you set one original at a time in the optional document feeder, the Auto Feed indicator lights for a selected time after an original is fed to show that the document feeder is ready for another original. You can adjust this time from 3 seconds to 99 seconds in 1 second steps. **Limitation** ❒ The optional document feeder (ADF) is required. **Note** ❒ Default: *4 seconds*
4. R.Srt.Aut Pap.	If you select **[No]** when the paper tray in use runs out of paper, the machine stops allowing you to add paper to the tray. So you can have all the copies rotate-sorted. **Note** ❒ Default: *No*

2. Input/Output

Menu	Description
5. Sort	You can select a Sort or Rotate Sort. ⇒ P.37 *“Sort”* **Note** ❒ Default: Sort

5. Remarks

Do's and Don'ts

⚠ ***CAUTION:***

- *When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.*
- *When the machine will not be used for a long time, unplug the power cord.*

Important

❒ Make sure the remaining memory space is 100%, before you unplug the power cord.

❒ While the machine is unplugged, you can neither send nor receive a fax.

Reference

For details, see the Facsimile Reference.

- Do not touch areas on or around the fusing unit. These areas get hot.
- After making copies continuously, you may feel the exposure glass is heated. But this is not a malfunction.
- You may feel warm around the ventilation hole. This is caused by exhaust air, and not a malfunction.
- Do not turn off the operation switch while copying or printing. When turning off the operation switch, make sure that copying or printing is completed.
- The machine might fail to produce good copy images if there should occur condensation inside caused by temperature change.
- Do not open the covers of machine while copying or printing. If you do, misfeeds might occur.
- Do not move the machine while copying or printing.
- If you operate the machine improperly or a failure occurs on the machine, your machine settings might be lost. Be sure to take a note of your machine settings.
- Supplier shall not be liable for any loss or damages resulting from a failure on the machine, loss of machine settings, and use of the machine.

Where to Put Your Machine

Machine Environment

Your machine's location should be carefully chosen because environmental conditions greatly affect its performance.

Optimum environmental conditions

⚠ *CAUTION:*

- *Keep the machine away from humidity and dust. A fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, it could cause injury.*

⚠ *CAUTION:*

- *If you use the machine in a confined space, make sure there is a continuous air turnover.*

- Temperature: 10 – 32°C (50 – 89.6°F)(humidity to be 54% at 32°C, 89.6°F)
- Humidity: 15 – 80% (temperature to be 27°C, 80.6°F at 80%)
- A strong and level base.
- The machine must be level within 5mm, 0.2" both front to rear and left to right.
- To avoid possible build-up of ozone, make sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m^3/hr/person.

Environments to avoid

- Locations exposed to direct sunlight or strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes might cause condensation within the machine.)
- Places where the machine might be subjected to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

Power Connection

⚠ ***WARNING:***

- ***Only connect the machine to the power source described on the inside front cover of this manual.***
- ***Avoid multi-wiring.***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock or fire.***
- ***Do not plug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur.***

⚠ ***WARNING:***

- ***Make sure the wall outlet is near the machine and freely accessible so that in event of an emergency it can be unplugged easily.***

⚠ ***CAUTION:***

- *When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.*
- *When the machine will not be used for a long time, unplug the power cord.*

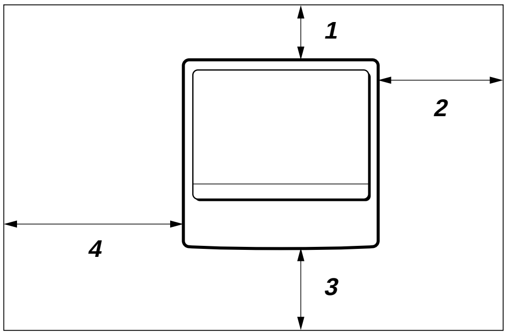
⚠ ***CAUTION:***

- *When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.*

- When the main switch is in the Stand-by positions, the optional anti-condensation heaters are on. In case of emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure the plug is firmly inserted in the outlet.
- Voltage must not fluctuate more than 10%.

Access to Machine

Place the machine near the power source, providing clearance as shown.
More clearance required when clearing misfeeds or replacing the toner cartridge.



1. **Rear: more than 1cm (0.4")**
2. **Right: more than 1cm (0.4")**
3. **Front: more than 75cm (29.6")**
4. **Left: more than 2cm (0.8")**

Note

❒ For the required space when options are installed, please contact your service representative.

Maintaining Your Machine

If the exposure glass, platen covers or document feeder is dirty, you might not be able to make copies as you want. Clean them if you find them dirty.

❖ **Cleaning the machine**

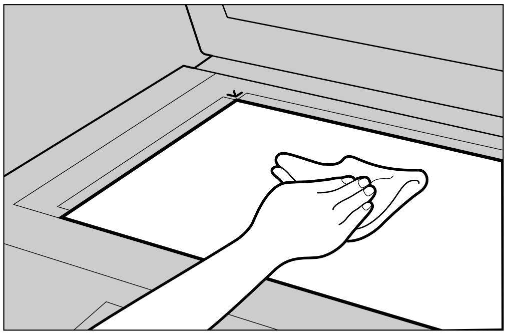
Wipe the machine with a soft, damp cloth. Then, wipe it with a dry cloth to remove the water.

Important

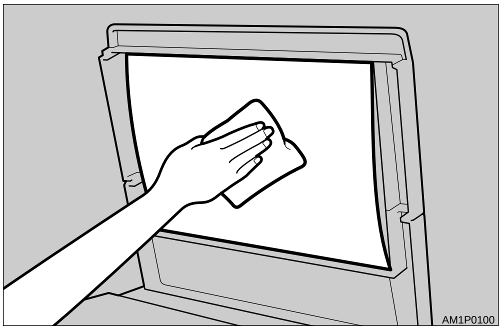
❒ Do not use chemical cleaner or organic solvent such as thinner or benzene. If they get into the machine or melt plastic parts, a failure might occur.

❒ Do not clean parts other than those specified in this manual. Such parts should be cleaned by your service representative.

Cleaning the Exposure Glass

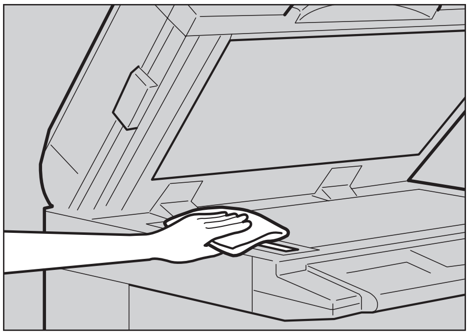


Cleaning the Platen Cover



Cleaning the Document Feeder

When black lines appear on copies, please clean the reader glass left side of the exposure glass.



6. Specification

Mainframe

❖ **Configuration:**
Desktop

❖ **Photosensitivity type:**
OPC

❖ **Original scanning:**
One-dimensional solid scanning system through CCD

❖ **Copy process:**
Dry electrostatic transfer system

❖ **Development:**
Dry one-component magnetic brush development system

❖ **Fusing:**
Heating roll system

❖ **Resolution:**
600dpi

❖ **Exposure glass:**
Stationary original exposure type

❖ **Original reference position:**
Rear left corner

❖ **Warm-up time:**

Less than 30 seconds (30°C)

❖ **Originals:**
Sheet/book/objects

❖ **Maximum original size:**
A3▭, 11" × 17"▭

❖ **Copy paper size:**

- Trays: A3▭ – A5▯, 11" × 17"▭ – $5^{1}/_{2}$" × $8^{1}/_{2}$"▯
- Bypass: A3▭ – A5▯▭, B6▭, 11" × 17"▭ – $5^{1}/_{2}$" × $8^{1}/_{2}$"▭
- Bypass (non-standard size):
  Vertical: 90 – 305mm, 3.5" – 12.0"
  Horizontal: 148 – 1,260mm, 5.8" – 49.6"

❖ Copy paper weight:

- Paper tray: 60 – 90g/m^2 (16 – 24 lb)
- Bypass tray: 60 – 162g/m^2 (16 – 43 lb)

❖ Non-reproduction area:

- Leading edge: 2 ± 1.5mm(0.08" ± 0.06")
- Trailing edge: more than 0.5mm(0.02")
- Left edge: 2 ± 1.5mm(0.08" ± 0.06")
- Right edge: more than 0.5mm(0.02")

❖ First copy time:

A4▯	$8^1/_2$" × 11"▯
6.5 seconds or less	6.5 seconds or less

(100%, feeding from 1st or 2nd paper tray, Text·Photo mode, Auto Image Density)

❖ Copying speed:

- 8 copies/minute (A3▭, 11" × 17"▭)
- 18 copies/minute (A4▯, $8^1/_2$" × 11"▯)

❖ Reproduction ratio:

Preset reproduction ratios:

--	Metric version	Inch version
Enlargement	200%	200%
	141%	155%
	122%	129%
	115%	121%
Full Size	100%	100%
Reduction	93%	93%
	87%	85%
	82%	78%
	71%	74%
	65%	65%
	50%	50%

Zoom:
- Metric version: 50 – 200%
- Inch version: 50 – 200%

❖ Continuous copying count:

1 – 99 copies

❖ Copy paper capacity:

- 1st paper trays: 250 sheets (80g/m^2, 20 lb)
- Bypass tray: 100 sheets (80g/m^2, 20 lb)

❖ Power consumption:

	Mainframe only	Complete System [1]
Warm up	About 860W	About 870W
Stand-by	About 110Wh	About 130Wh
Copying	About 450Wh	About 460Wh
Maximum	Less than 1.10kW	Less than 1.20kW

[1] Mainframe with the document feeder, paper tray unit, and Internal Tray 2.

❖ Dimensions (W × D × H up to exposure glass):

- 550 × 575 × 460mm, 21.7" × 22.7" × 18.2"

❖ Space for main frame (W × D):

550 × 575mm, 21.7" × 22.7" (The bypass tray closed)
690 × 575mm, 27.2" × 22.7" (The bypass tray opened)

❖ Noise Emission (ISO 7779 Sound Power Level)

Based on actual measurement

	Mainframe only	Complete System [1]
When copying	60dB (A) or less	66dB (A) or less
Stand-by	42dB (A) or less	44dB (A) or less

[1] Mainframe with the document feeder, Internal Tray 2 and 1000-sheet unit.

❖ Weight:

Approx. 38kg, 83.8 lb

Note

❒ Specifications are subject to change without notice.

Document Feeder (Option)

❖ **Mode:**
ADF mode, SADF mode

❖ **Original size:**

- A3▭ – A5▯▭
- 11" × 17"▭ – $5^{1}/_{2}$" × $8^{1}/_{2}$"▯▭

❖ **Original weight:**
40 – 128g/m^2 (10 – 34 lb)

❖ **Number of originals to be set:**
50 sheets (80g/m^2, 20 lb)

❖ **Maximum power consumption:**
25W (power is supplied from the main frame.)

❖ **Dimensions (W × D × H):**
550 × 470 × 130mm, 21.7" × 18.6" × 5.2"

❖ **Weight:**
Approx. 9kg, 19.9 lb

Note

❒ Specifications are subject to change without notice.

500 – Sheet Tray Unit (Option)

❖ **Copy paper weight:**
60 – 105g/m^2 (16 – 28 lb)

❖ **Available paper size:**
A3▭, B4▭, A4▯▭, B5▯▭, A5▯▭, 8k▭, 16k▯▭, 11" × 17"▭, $8^{1}/_{2}$" × 14"▭, $8^{1}/_{2}$" × 11"▯▭, $5^{1}/_{2}$" × $8^{1}/_{2}$"▭, $7^{1}/_{4}$" × $10^{1}/_{2}$"▯▭, 8" × 13"▭, $8^{1}/_{2}$" × 13"▭, $8^{1}/_{4}$" × 13"▭, 8" × 10"▯▭, 8" × $10^{1}/_{2}$"▯▭, 10" × 14"▭, 11" × 15"▭, 11" × 14"▭, 10" × 15"▭, $8^{1}/_{4}$" × 14"▭

❖ **Maximum power consumption:**
20W (power is supplied from the main frame.)

❖ **Paper capacity:**
500 sheets (80g/m^2, 20 lb) × 1 tray

❖ **Dimensions (W × D × H):**
550 × 520 × 134mm, 21.7" × 20.5" × 5.3"

❖ **Weight:**
Approx. 12kg, 26.5 lb

Note

❒ Specifications are subject to change without notice.

1000 – Sheet Tray Unit (Option)

❖ **Copy paper weight:**
60 – 105g/m^2 (16 – 28 lb)

❖ **Available paper size:**
A3▭, B4▭, A4▯▭, B5▯▭, A5▯▭, 8k▭, 16k▯▭, 11" × 17"▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 11"▭, $5\ ^1/_2$" × $8\ ^1/_2$"▭, $7^1/_4$" × $10^1/_2$"▯▭, 8" × 13"▭, $8^1/_2$" × 13"▭, $8^1/_4$" × 13"▭, 8" × 10"▯▭, 8" × $10^1/_2$"▯▭, 10" × 14"▭, 11" × 15"▭, 11" × 14"▭, 10" × 15"▭, $8\ ^1/_4$" × 14"▭

❖ **Maximum power consumption:**
30W (power is supplied from the main frame.)

❖ **Paper capacity:**
500 sheets (80g/m^2, 20 lb) × 1 tray

❖ **Dimensions (W × D × H):**
550 × 520 × 271mm, 21.7" × 20.5" × 10.7"

❖ **Weight:**
Approx. 25kg, 55.2 lb

Note

❒ Specifications are subject to change without notice.

Internal Tray 2 (1bin tray) (Option)

❖ **Number of bins:**
1

❖ **Available paper size:**
A3▭, B4▭, A4▯▭, B5▯▭, A5▯▭, 11" × 17"▭, $8^{1}/_{2}$" × 14"▭,
$8^{1}/_{2}$" × 11"▯▭, $5^{1}/_{2}$" × $8^{1}/_{2}$"▯▭

❖ **Paper capacity:**
125 sheets (80g/m^2, 20 lb)

Note

❒ The paper capacity might be less than 125 sheets when copy paper is considerably curled.

❖ **Copy paper weight:**
60 – 105g/m^2 (16 – 28 lb)

❖ **Maximum power consumption:**
17W (power is supplied from the main frame.)

❖ **Dimensions (W × D × H):**
447 × 456 × 122mm, 17.6" × 18.0" × 4.8"

❖ **Weight:**
Approx. 1.5kg, 3.3 lb

Note

❒ Specifications are subject to change without notice.

48MB Copier Memory Unit (Option)

❖ **Memory capacity:**
48MB

❖ **Number of originals to be stored:**
Up to 99 pages (reference value based on ITU-T No.1 chart)
Up to 99 pages (reference value based on ITU-T No.4 chart)

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RICOH

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OPERATING INSTRUCTIONS

SYSTEM SETTINGS

Modes
User Tools (System Settings)

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

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Aficio 180 OPERATING INSTRUCTIONS

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Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes:

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Operator Safety:

This machine is considered a CDRH class I laser device, safe for office/ EDP use. The machine contains a 5-milliwat, 760 - 800 nanometer wavelength, GaAIAs laser diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts in your Ricoh office product.

Power Source:

120V, 60Hz, 10A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see “Power Connection” of the “Copy Reference”.

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio /TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

1. Properly shielded and grounded cables and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.

This device complies with Part 15 of FCC Rules.
Operation is subject to the following two conditions:
1. This device may not cause harmful interference, and
2. This device must accept any interference received,
including interference that may cause undesired operation.
Ricoh Corporation, 5 Dedrick Place, West Caldwell, NJ 07006
973-882-2000

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

| means POWER ON.

⏻ means STAND BY.

How to Read this Manual

Symbols

In this manual, the following symbols are used:

⚠ *WARNING:*

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information in the "Copy Reference".

⚠ *CAUTION:*

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information in the "Copy Reference".

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[ ]

Keys that appear on the machine's panel display.

【 】

Keys built into the machine's operation panel.

TABLE OF CONTENTS

1. Modes

2. User Tools (System Settings)

Manuals for this Machine

This is a multi-functional machine combining copying, facsimile, and printer functions. This manual describes procedures common to these functions. Each function's reference describes the operational procedures separately for the copying, facsimile and printer functions. Please consult the manual that suits your needs.

❖ System Settings (this manual)

Provides an overview of the machine. This manual introduces the functions of the machine. It also introduces the options allowing you to use additional functions and describes how to access the system user tools to make the machine easier to use.

❖ When using as a copier

- Copy Reference
  Describes the various copying functions from basic copying to more advanced functions such as reducing/enlarging copies or combining originals into one copy.
- Copy Quick Guide
  Explains the most frequently used copy functions with examples. Also contains information such as optimizing copy quality.

❖ When using as a facsimile

- Facsimile Reference (option)
  Describes the operational procedures and functions to use the machine as a facsimile.
- Fax Quick Guide (option)
  Explains the most frequently used facsimile functions with examples. Also contains information such as Entering Letters and Symbols.

❖ When using as a printer

- Printer Reference (option)
  Describes the procedures and functions for using this machine as a printer.

Additional Functions Provided by Optional Memory Units

You can expand the capabilities of this machine to include fax or printer functions. When you want to add a function, contact your sales or service representative.

Copy Mode

In copy mode you can make basic copies and also copy using more sophisticated techniques, such as reduction/enlargement or combining several originals onto one copy. You can install an optional memory expansion for storage of document images.

Expansion Memory (option)

- **48 MB copier memory unit**
  Increases memory capacity, allowing you to increase the number of storage of originals.

Facsimile Mode (Option)

You can send and receive fax messages in facsimile mode.

Fax Function Upgrade (option)

Allows you to use JBIG transmission/reception and extend the communication features, Speed Dial codes, Group Dial codes, Memory Transmission files etc.

If you need this option, please consult your service representative.

Expansion Memory (32MB:DIMM, option)

Allows you to send and receive fax messages at high resolution (Fine or Super Fine). Increases memory capacity.

If you need Expansion Memory, please consult your service representative.

PC-FAX Expander (option)

By installing a PC-FAX Expander, you can use this machine as a scanner, a PC FAX modem and a convenience printer.

If you need this option, please consult your service representative.

Printer Mode(Option)

Installation of optional expansion memory allows more data to be stored.

Options for Memory Expansion

❖ **32 MB or 64 MB DIMM**

Provides various functions including high-performance printing and Rotate Collation(Sort). If you need DIMM, please consult your sales or service representatives.

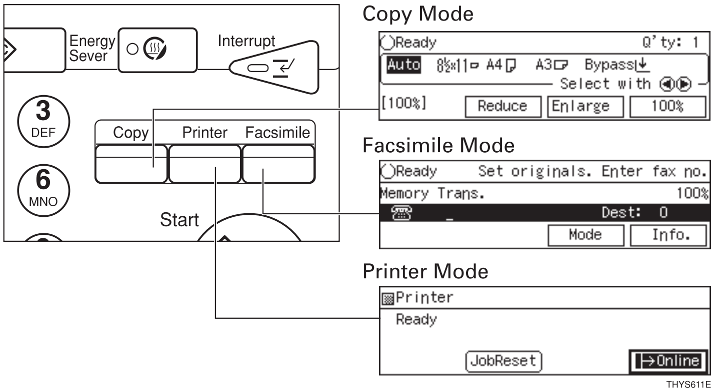
❖ **Printer hard disk**

Allows Rotate Collation(Sort), install the Font data, or proof print.

1. Modes

Changing Modes

You can use this machine not only as a copier, but optionally as a fax or printer machine as well. Press the **【Copy】** key to use copy functions, press the **【Fax】** key to use facsimile functions or press the **【Printer】** key to use printer functions.



Limitation

❒ You cannot switch modes in any of the following cases:

- When scanning in a fax message for transmission.
- During immediate transmission.
- When accessing the user tools.
- During interrupt copying.

Multi-Access

You can carry out another job using a different function while the current job is being performed.

This allows you to handle your jobs efficiently regardless of how the machine is being used. For example:

- While making copies, the machine can send a fax message that has been stored in memory.
- You can make copies while receiving fax data.
- The machine can receive print data no matter which mode it is in.

Performing multiple functions simultaneously like this is called Multi-accessing.

Limitation

❒ You cannot use Multi-accessing during interrupt copying.

Note

❒ You can choose which mode has highest priority for print jobs. The default is "Copy". See "15. Print Priority" in ⇒ P.23 *"System Settings $^4/_5$"*.

❒ When your machine is equipped with the optional internal tray 2, you can specify the tray used for each function so that completed documents are not mixed. For example, set one tray for faxes and another tray for copies. If you require the optional internal tray 2, contact your local dealer or service representative. See "14. Output Tray Prio." in ⇒ P.23 *"System Settings $^4/_5$"*.

Sample operations

This chart is based on the following conditions:

- When "15. Print priority" is set to "Copy" (See "15. Print Priority" in ⇒ P.23 *"System Settings $^4/_5$"*)
- For details on operations under other conditions, contact your service representative.

Mode after you select Mode before you select			Copy		Facsimile						Printer	
						Transmission			Reception			
			Operation	Sort	Transmission Operation/Manual Reception Operation	Scanning An Original for Memory Transmission	Memory Transmission	Immediate Transmission	Memory Reception	Printing Received Data	Deta Reception	Printing
Copy		Copying	❍	--	❍	❍	☆	❍	☆	☆	☆	☆
		Sort	❍	--	❍ *1	❍ *1	☆	❍ *1	☆	→	☆	→
Facsimile	Transmission Operation/Manual Reception Operation		❍	❍	×	×	☆	×	☆	☆	☆	☆
	Transmissionission	Scanning An Original for Memory Transmission	×	×	×	×	☆	×	☆	☆	☆	☆
		Memory Transmission	☆	☆	☆	☆	×	×	×	☆	☆	☆
		Immediate Transmission	×	×	×	×	×	×	×	☆	☆	☆
	Reception	Memory Reception	☆	☆	☆	☆	×	×	→	☆	☆	☆
		Printing Received Data	☆	→	☆	☆	☆ *2	☆ *2	☆ *2	→	☆	☆
Printer	Data Reception		☆	☆	☆	☆	☆	☆	☆	☆	→	→
	Printing		☆	→	☆	☆	☆	☆	☆	☆	→	→

☆…means that these functions can be used together.

❍…means that you can interrupt the current job with Function keys or the **【Interrupt】** key to proceed to a subsequent job.

→…means that another job will automatically start after the current job is finished.

×…means that you will manually start another job after the current job is finished (i.e. these functions cannot be used together).

[*1] Simultaneous operations are only available when copies are being made after their originals are all scanned.

[*2] During parallel receptions, any subsequent job is disabled until the receptions are completed.

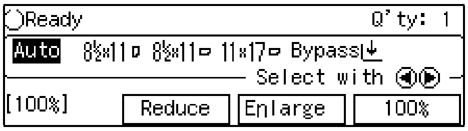
Copy Mode

Changing to Copy Mode

You can always make a copy when the machine isn't printing or scanning a fax data.

1 Press the 【Copy】 key.

The copy display appears on the panel display.



Reference

For details, see the "Copy Reference".

Interrupt Copying to Make Urgently Needed Copies

You can interrupt the current copying job or printing of a received fax to make a copy.

Limitation

- ❒ You cannot use the interrupt copy function in the following cases:
  - during fax immediate transmission
  - while scanning an original for memory transmission
  - during interrupt copying

Note

- ❒ Machine operations are different depending "15. Print Priority" (See ⇒ P.24 *"System Settings* $^{4}/_{5}$") or "18. Key Op. Tools" (See ⇒ P.25 *"System Settings* $^{5}/_{5}$") settings.

1 Press the 【Interrupt】 key.

If the machine is scanning originals, it will immediately stop the scanning job. On the other hand, if the machine is performing a copy or print job, it will still continue the job until you press the 【Start】 key after pressing the 【Interrupt】 key. When the current job stops, the interrupt copy display appears on the panel display.

Note

- ❒ When you interrupt a copying job, remove the previous original.

2 Make your copies.

Important

- ❒ If the remaining memory space is 0%, the machine fails to receive fax data. Wait until the machine completes printing a received fax, then start making copies.

Note

- ❒ While copying, a received fax document is stored in memory and the Receive File indicator is lit.

Limitation

- ❒ You cannot choose the sort or combine function in interrupt copying.

3 After interrupt copying is completed, remove the original and delivered copies.

4 Press the 【Interrupt】 key again.

The machine resumes the printing job of the received fax document.

Resuming the interrupted copying job

❶ **Reset the previous original.**

❷ **Press the 【Start】 key.**

The machine resumes the interrupted copy run.

Copying And Multi-accessing

❖ **When “Print Priority” = “Fax”, “Printer” or “Display”**

The machine completes the operation of the function set by Print priority before performing the operation of another function.

❖ **When “Print Priority” = “Interleave”**

The machine performs the operations in the order in which they are initiated. If another function is initiated during operation, the machine completes the current operation before performing the operation of the function initiated.

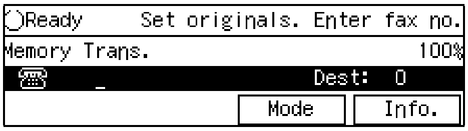
Fax Mode

Changing to Facsimile Mode

You can always use the machine as a facsimile when you are not copying.

1 Press the 【Fax】 key.

The facsimile display appears on the panel display.



```
Ready      Set originals. Enter fax no.
Memory Trans.                      100%
☎  _                       Dest:  0
                        Mode     Info.
```

Note

- ❐ The Memory Transmission/Reception function is performed automatically even when another function is being used. You need not switch the display. When data is received in memory, the Receive File indicator is lit.

Reference

For details, see the "Facsimile Reference".

Printing a Received Fax

When you are not copying, a received fax is printed automatically. You do not need to switch to Facsimile mode. If you wish to print a received fax while copying, see below.

1 Press the 【Fax】 key. The facsimile display appears on the panel display. The copying job is interrupted and the machine starts printing the received fax automatically.

Note

- ❐ Machine operations are different depending "15. Print Priority" (See ⇒ P.24 *"System Settings* $^4/_5$") or "18. Key Op. Tools" (See ⇒ P.25 *"System Settings* $^5/_5$") settings.

Reference

See ⇒ P.6 *"Multi-Access"*.

Printing a received fax while copying

❖ **When "Print Priority" = "Fax", "Printer" or "Display"**

The machine once interrupts the copying and receives a fax. Upon completing the fax reception, it resumes the interrupted copying job.

❖ **When "Print Priority" = "Interleave"**

The machine performs the operations in the order in which they are initiated. If another function is initiated during operation, the machine completes the current operation before performing the operation of the function initiated.

Sending a Fax

Sending a fax while printing a received fax

Scanning originals for memory transmission

The machine can scan your originals for memory transmission even while printing a received fax.

1. **Complete the usual operations for sending a fax, then press the 【Start】 key.**

Immediate transmission

Immediate transmission interrupts the job of printing a received fax. This is because the page memory is occupied as your originals are scanned.

1. **Complete the usual operations for sending a fax, then press the 【Start】 key.**

Sending a fax while copying

While scanning copy originals

1. **Press the 【Clear/Stop】 key and then the 【Fax】 key.**

   Copying is stopped and the display is switched to the Facsimile mode.

   Note

   ❒ Remove the copy originals.

While outputting copy

1. **Press the 【Fax】 key to switch to the facsimile display.**

   You can send a fax while copying.

   Note

   ❒ Remove any originals of your copy job.

2. **Complete the usual operations for sending a fax, then press the 【Start】 key.**
3. **After the transmission has finished, press the 【Copy】 key.**
4. **Reset the copy job originals, then press the 【Start】 key.**

Sending a fax while copying

1. **Press the 【Fax】 Key to switch to facsimile display.**

   Ptinting is interrupt.

2. **Complete the usual operations for sending a fax, then press the 【Start】 key.**

   After the transmission has finished, printing re-starts.

Printer Mode

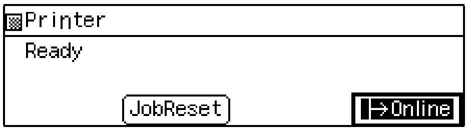
You must switch to printer mode to change the print settings or to reset a print job.

You do not need to switch the machine to printer mode when printing from an application on your PC.

Changing to Printer Mode

1 Press the 【Printer】 key.

The printer display appears on the panel display.



```
Printer
 Ready
            JobReset      →Online
```

Reference

For details, see the "Printer Reference".

Printing And Multi-accessing

Printing is possible even when any other function is being used.

Reference

See ⇒ P.6 *"Multi-Access"*

❖ **When "Print Priority" = "Fax", "Printer" or "Display"**

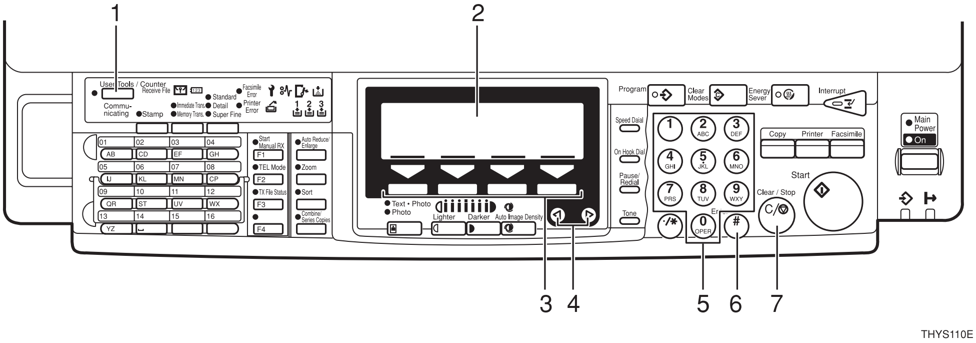
The machine completes the operation of the function set by Print priority before performing the operation of another function.

❖ **When "Print Priority" = "Interleave"**

The machine performs the operations in the order in which they are initiated. If another function is initiated during operation, the machine completes the current operaiton before performing the operaiton of the function initiated.

2. User Tools (System Settings)

Keys for User Tools (System Settings)



1. **【User Tools/Counter】 key**

2. **Panel Display**

3. **【Selection】 keys**

Press the key under the item you wish to select.

4. **◁ and ▷ keys (Cursor keys)**

Press to select an item on the panel display.

5. **【Number】 keys**

Use to enter a numeric value.

6. **【#】 key**

Press to set a value you have entered.

7. **【Clear/Stop】 key**

Press to delete a number you have entered.

Accessing the User Tools (System Settings)

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

Preparation

After using the user tools, be sure to exit it to return to Copy mode.

The settings are not canceled even if the operation switch is turned off or the **【Clear Modes】** key, **【Energy Saver】** key is pressed.

Limitation

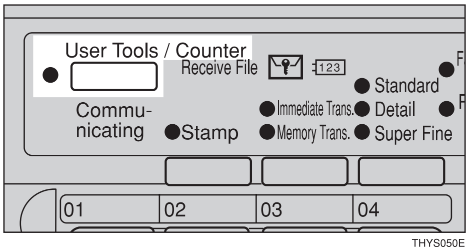
- ❒ Function names displayed in a faint font become available when the machine is expanded.

Reference

For information on Copy, Fax, and Printer User Tools, see the appropriate reference manual.

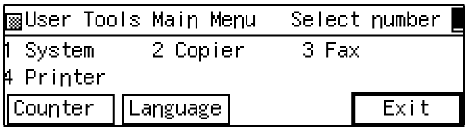
1 Press the 【User Tools/Counter】 key.

The User Tools Main Menu appears.



2 Enter 【1】 with the 【Number】 keys.

The system settings menu appears.

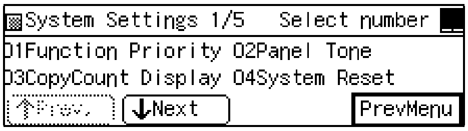


```
User Tools Main Menu   Select number
1 System     2 Copier     3 Fax
4 Printer
Counter  Language              Exit
```

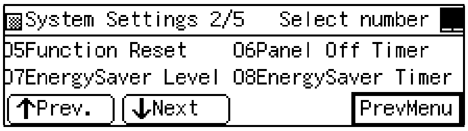
Note

- ❒ Press the **【Counter】** key to check or print out the total number of prints made by the machine.
- ❒ Press the **【Language】** key to switch the display panel language.
- ❒ "Please wait" is displayed, during fax communication.

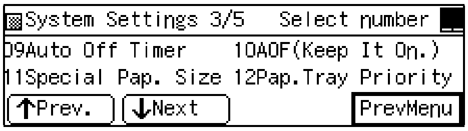
3 Search for the desired menu. Enter its number with the 【Number】 keys.



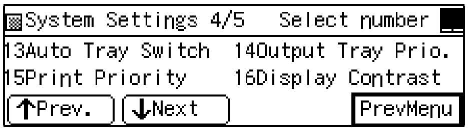
```
System Settings 1/5   Select number
01Function Priority 02Panel Tone
03CopyCount Display 04System Reset
↑Prev.  ↓Next                PrevMenu
```



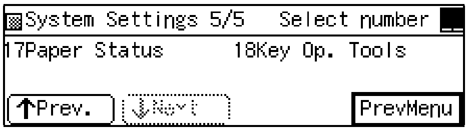
```
System Settings 2/5   Select number
05Function Reset    06Panel Off Timer
07EnergySaver Level 08EnergySaver Timer
↑Prev.  ↓Next                PrevMenu
```



```
System Settings 3/5   Select number
09Auto Off Timer    10AOF(Keep It On.)
11Special Pap. Size 12Pap.Tray Priority
↑Prev.  ↓Next                PrevMenu
```



```
System Settings 4/5   Select number
13Auto Tray Switch  14Output Tray Prio.
15Print Priority    16Display Contrast
↑Prev.  ↓Next                PrevMenu
```



```
System Settings 5/5   Select number
17Paper Status      18Key Op. Tools

↑Prev.  ↓Next                PrevMenu
```

Note

- ❒ **[↓Next]**: Press to go to the next page.
- ❒ **[↑Prev.]**: Press to go back to the previous page.

Reference

⇒ P.18 *"User Tools Menu (System Settings)"*

4 **Change the settings by following the instructions on the panel display. Then press the [OK] key.**

Reference

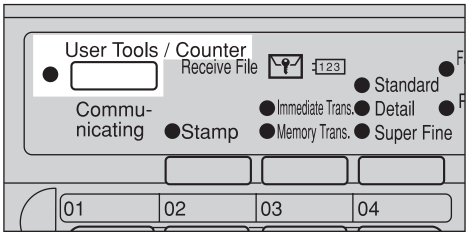
⇒ P.19 *"Settings You Can Change with the User Tools"*

Note

- ❒ **[OK]**: Press to set the new settings and return to the previous menu.
- ❒ **[Cancel]**: Press to return to the previous menu without changing any data.

Exiting from User Tools

1 **After changing the user tools settings, press the 【User Tools/Counter】 key.**

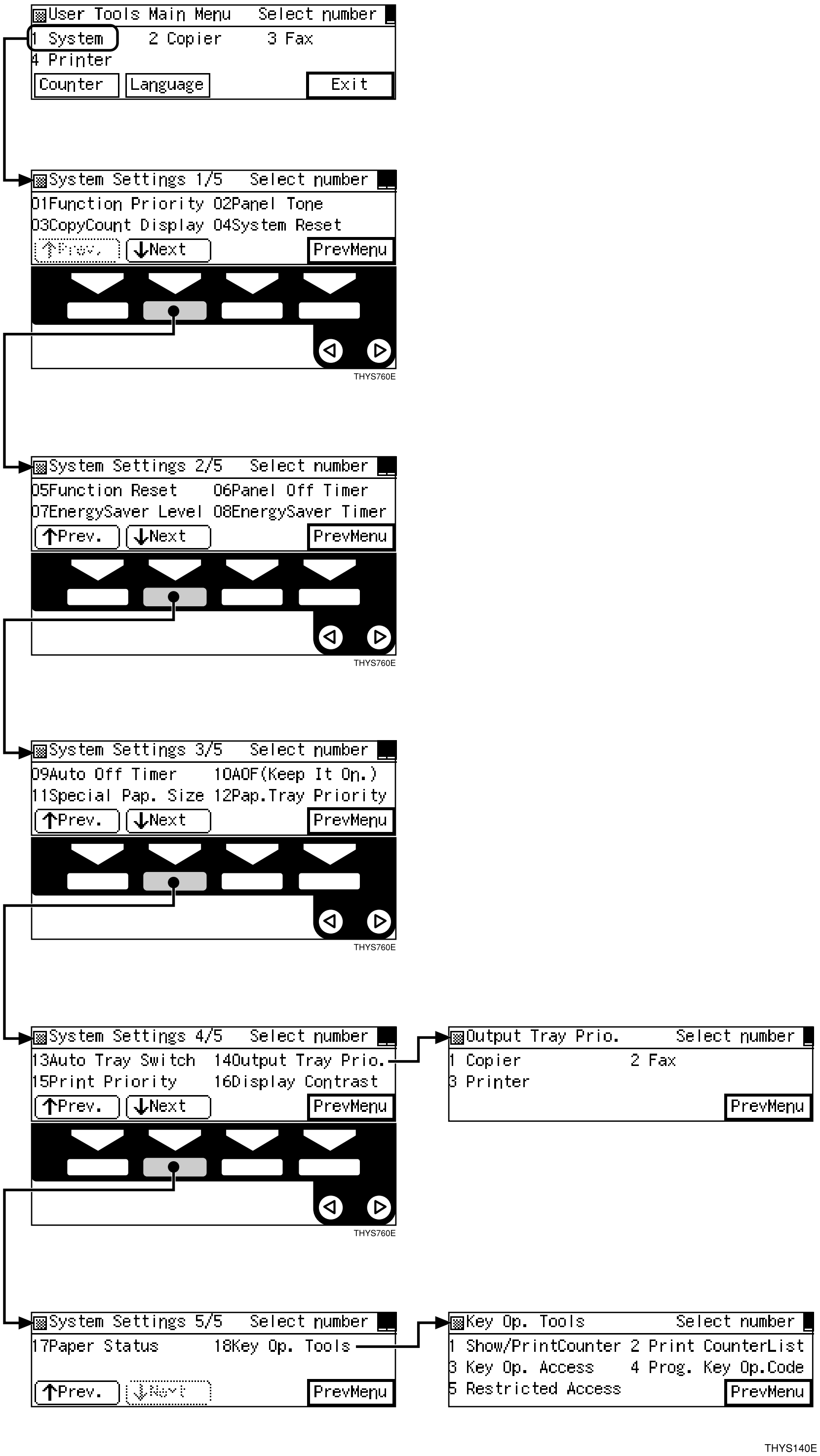


THYS050E

Note

- ❒ You can also exit from user tools by pressing the **[Exit]** key on the User Tools Main Menu.

User Tools Menu (System Settings)



User Tools Main Menu Select number
1 System 2 Copier 3 Fax
4 Printer
Counter Language Exit

System Settings 1/5 Select number
01Function Priority 02Panel Tone
03CopyCount Display 04System Reset
↑Prev. ↓Next PrevMenu

System Settings 2/5 Select number
05Function Reset 06Panel Off Timer
07EnergySaver Level 08EnergySaver Timer
↑Prev. ↓Next PrevMenu

System Settings 3/5 Select number
09Auto Off Timer 10AOF(Keep It On.)
11Special Pap. Size 12Pap.Tray Priority
↑Prev. ↓Next PrevMenu

System Settings 4/5 Select number
13Auto Tray Switch 14Output Tray Prio.
15Print Priority 16Display Contrast
↑Prev. ↓Next PrevMenu

Output Tray Prio. Select number
1 Copier 2 Fax
3 Printer
PrevMenu

System Settings 5/5 Select number
17Paper Status 18Key Op. Tools
↑Prev. ↓Next PrevMenu

Key Op. Tools Select number
1 Show/PrintCounter 2 Print CounterList
3 Key Op. Access 4 Prog. Key Op.Code
5 Restricted Access
PrevMenu

Settings You Can Change with the User Tools

Reference

For how to access the user tools, see ⇒ P.16 *"Accessing the User Tools (System Settings)"*.

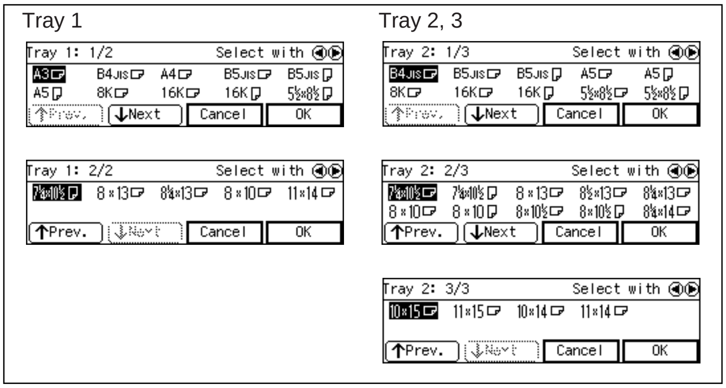
System Settings $^1/_5$

Menu	Description
01. Function Priority (facsimile or printer option required)	You can specify the mode to be displayed immediately after the operation switch is turned on or System Reset mode is turned on. **Note** ❐ Default: *Copy*
02. Panel Tone	The key tone sounds when a key is pressed. This tone can be turned on or off. **Note** ❐ Default: *ON*
03. Copy Count Display	The copy counter can be set to show the number of copies made (count up) or the number of copies remaining to be made (count down). **Note** ❐ Default: *Up (count up)*
04. System Reset	The machine returns to its prioritized mode automatically after your job is finished, after the selected time. This function is called "System Reset". The time can be set from 10 to 999 seconds, or no system reset. **Note** ❐ Default: YES (*60 seconds*) ❐ You can specify the prioritized mode with the user tools. See "01. Function Priority" in ⇒ P.19 *"System Settings $^1/_5$"*

System Settings $^{2}/_{5}$

Menu	Description
05. Function Reset (facsimile or printer option required)	How long the machine waits before switching to the default mode if no operation has been performed after an operation has finished. You set this time to 0 (instantaneous), or between 3 and 30 seconds. **Note** ❐ Default: *10 seconds*
06. Panel Off Timer	The panel display automatically turns off a certain time after your job is finished, after the selected time. The time can be set from 10 to 999 seconds, or off. **Note** ❐ Default: *60 seconds*
07. Energy Saver Level	You can select the Energy Saver level. ❖ **Power Consumption** • Level 1: Saving about 30% as compared with Stand-by mode. • Level 2: Saving about 70% as compared with Stand-by mode. ❖ **Warm-Up Time** • Level 1: About 10 sec. • Level 2: About 20 sec. * Based on the machine with copy feature only. **Note** ❐ Default: Level 1
08. Energy Saver Timer	The machine enters Energy Saver mode automatically after your job is finished, after the selected time. The time can be set from 1 to 240 minutes. **Note** ❐ Default: *15 minutes*

System Settings $^{3}/_{5}$

Menu	**Description**
09. Auto Off Timer	The machine turns itself off automatically to conserve energy after your job is finished, after the selected time. This function is called “Auto Off ”. The time can be set from 1 to 240 minutes. **Note** ❒ Default: *30 minutes* ❒ Auto Off might not be effective when the machine is in the following conditions: • An error message is displayed. • The remaining memory space for facsimile mode is less than 100%. ❒ To return to the ready condition from Auto Off, the machine requires the same warm-up time as the time for becoming ready after its power is turned on. ❒ When the machine receives a fax or a printer data in Auto Off mode, it automatically prints the fax or the printer.
10. AOF (Keep It On)	**Note** ❒ Ask your service representatives about this function.
11. Special Pap. Size	Select the size of the copy paper set in the paper tray.  Tray 1 Tray 2, 3 Tray 1: 1/2 Select with A3 B4JIS A4 B5JIS B5JIS A5 8K 16K 16K 5½×8½ ↑Prev. ↓Next Cancel OK Tray 1: 2/2 Select with 7¼×10½ 8×13 8¼×13 8×10 11×14 ↑Prev. ↓Next Cancel OK Tray 2: 1/3 Select with B4JIS B5JIS B5JIS A5 A5 8K 16K 16K 5½×8½ 5½×8½ ↑Prev. ↓Next Cancel OK Tray 2: 2/3 Select with 7¼×10½ 7¼×10½ 8×13 8½×13 8¼×13 8×10 8×10 8×10½ 8×10½ 8¼×14 ↑Prev. ↓Next Cancel OK Tray 2: 3/3 Select with 10×15 11×15 10×14 11×14 ↑Prev. ↓Next Cancel OK SCCSS001.eps **Note** ❒ If the specified paper size differs from the size of paper actually set in the paper tray, a paper misfeed might occur because the paper size is not detected correctly. **Reference** See “Changing The Paper Size” in the “Copy Reference”.

Menu	**Description**
12. Pap.Tray Priority (for Copy mode only)	You can select the paper tray which will be selected as a default in the following conditions: • When the operation switch is turned on. • When System Reset or Auto Reset mode is turned on. • When the **【Clear Modes】** key or **【Energy Saver】** key is pressed. • When the Auto Paper Select mode is not selected. **Note** ❒ Default: *Tray 1 (Paper tray)* ❒ Tray 2, and Tray 3 are options (Paper tray unit).

System Settings $^4/_5$

Menu	**Description**
13. Auto Tray Switch (for Copy mode only)	If you load paper of the same size in two or more trays, the machine automatically shifts another tray when the tray in use runs out of paper. You can set or cancel this setting. **Note** ❒ Default: *Yes*
14. Output Tray Prio.	You can specify a tray to which documents are delivered for each mode (copy, facsimile and printer) and each tray (paper tray and bypass tray). **Note** ❒ Internal Tray 2 is option. ❒ You can specify a single tray for two or more modes.

Menu	Description
15. Print Priority (setting the multi-accessing function)	Sets the print priority for each mode. - "Display" Print priority is given to the mode displayed on the display. - "Copy" Print priority is given to the copy function. - "Fax" Print priority is given to the fax function. - "Interleave" Prints jobs in the order in which they are initiated regardless of mode/function. Different function's print output might be mixed. If you want to avoid such mixing, specify an independent tray for each feature using "Output Tray Prio.". When using different functions, attaching internal tray 2 allows you to specify an independent tray for each function. If you want to attach one, contact your local dealer. **Note** ❒ Interrupt printing is disabled functions that have "User Code Manage" set to "Yes". The machine switches the display after the time specified by "Function switch" and starts printing with the function. **Reference** ⇒ P.6 *"Multi-Access"* "14. Output Tray Prio." in ⇒ P.23 *"System Settings* $^{4}/_{5}$*"* "18. Key Op. Tools" in ⇒ P.25 *"System Settings* $^{5}/_{5}$*"* "05. Function Reset" in ⇒ P.20 *"System Settings* $^{2}/_{5}$*"*
16. Display Contrast	You can adjust the brightness of the panel display.

System Settings $^{5}/_{5}$

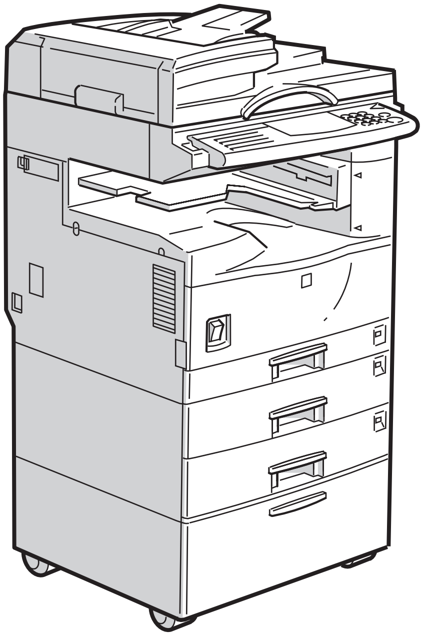
Menu	Description
17. Paper Status	If the machine has not been used for an extended period of time, e.g. after a long vacation, output may be blurred or toner may be not fused properly. If this happens select “special”. If this does not solve the problem, use new paper. **Note** ❒ Default : Normal.
18. Key Op. Tools	Use “Key Op. Tools” to get a breakdown of how many prints/copies the machine has made in copy, printer or fax mode. Also use to set User Codes. **Note** ❒ Enter a previously registered key operator code with the **【Number】** keys. **Reference** “Key Op. Access”
1. Show/Print Counter	You can check and print the total number and the number of prints made under each function. You can also check and print the number of copies of 11" × 17".
2. Print Counter List	You can print the counter data for all functions.
3. Key Op. Access	Specify whether to employ user codes to restrict copier users and manage the number of copies made. **Note** ❒ Default: Off
4. Prog. Key Op. Code	You can resister and change the key operator code (up to 8 digits). **Note** ❒ Default : Off
5. Restricted Access	You can set for user access limitation for each funtions. **Note** ❒ Default : Off

INDEX

PRINTER Option Type 185

OPERATING INSTRUCTIONS

PRINTER REFERENCE (option)



Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual.

Please read the Safety Information in the “Copy Reference” before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

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IPS-PRINT™ Printer Language Emulation© Copyright 1988 - 1999, XIONICS DOCUMENT TECHNOLOGIES, INC., All Rights Reserved.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

How to Read this Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***

This symbol indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ ***CAUTION:***

This symbol indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[ ]

Keys that appear on the machine's panel display.

Keys and buttons that appear on the computer's display.

【 】

Keys built into the machine's operation panel.

Keys on the computer's keyboard.

TABLE OF CONTENTS

1. Getting Acquainted

2. Configuring the Printer for the Network with the Operation Panel

3. Installing the Printer Driver and Software

4. Uninstalling the Printer Driver and Software

5. Setting Up the Printer Driver and Canceling a Print Job

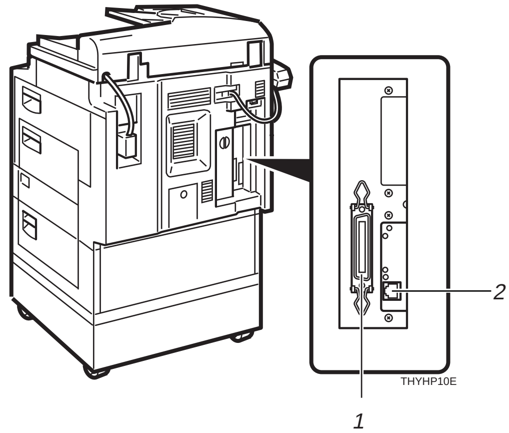
6. Troubleshooting

7. Using the Operation Panel

8. Appendix

Connecting the Machine

Make sure the shape and the position of the connector are as shown in the illustration.



1. **Parallel Port**

2. **10BASE-T/100BASE-TX**

Requirements

Requirements

Before using this machine, make sure that all the environmental and electrical requirements have been met. Connect the machine to your host computer using the parallel port, optional Network Interface Board Type 185, or both.

Make sure that all the cables, connectors, and electrical outlets necessary to attach the machine to your host computer or network are present.

Reference

For more information on using the parallel port, see P.3 *"Connecting the Machine to the Host Using the Parallel Cable"*

For more information on using a network, see P.2 *"Network Connections"*

Parallel Cable Requirements

Connect the machine to your host computer using a parallel port. This machine does not provide the parallel cable to connect the machine to the host computer.

The machine's parallel interface is a standard bi-directional interface. It requires a standard 36-pin parallel cable compliant with IEEE 1284 and a parallel port available on the host computer.

Note

❒ Do not use a parallel cable that is longer than 3 meters (10 feet).

Network Connections

The optional Network Interface Board Type 185 can be installed to allow direct connection to an Ethernet network.

The Network Interface Board supports 10BASE-T or 100BASE-TX connections.

You can use the machine in the follows network environments:

- Using the appropriate network management software and printer driver.
- Attaching the machine to a networked computer set up as a server.

Client	Windows 95, 98, NT 4.0 [*1] , 3.1x, Macintosh (optional PostScript 3 Kit Type 185 is required)
Driver	PCL 6/5e , PostScript 3
File Server	NetWare 3.x, NetWare 4.x, NetWare 5
Protocol	IPX/SPX, TCP/IP, AppleTalk, NetBEUI [*2]

[*1] With the Windows NT4.0 by the computer based x86 only.
[*2] Under the Windows 95/98/NT4.0 only.

In a mixed network environment, the protocol switches automatically.

Reference

For more information on installing the Network Interface Board Type 185, see the operating instructions that comes with it.

For more information on resolving network connection problems, see P.43 *"Troubleshooting"*

Note

❒ Consult your network administrator before connecting your machine to a network.

Connecting the Machine to the Host Using the Parallel Cable

Connect the machine to the host computer using a parallel cable compliant with IEEE 1284 (supplied by you).

Follow these steps to connect the machine to your host computer:

1. **Make sure you have the correct cable.**
2. **Make sure both the machine and the host computer are turned off.**
3. **Plug the 36-pin end of the parallel cable into the parallel port at the right side of the back cover of the machine.**

   Reference

   See P.1 *"Connecting the Machine"* to make sure of the position of the parallel port.
4. **Squeeze the wire clips on each side of the connector together until they snap into place. The clips hold the cable securely in place.**
5. **Plug the other end of the parallel cable into the computer's parallel port.**

Connecting the Machine Using the Network Interface Board Type 185

Connect the machine to the network using the Network Interface Board Type 185.

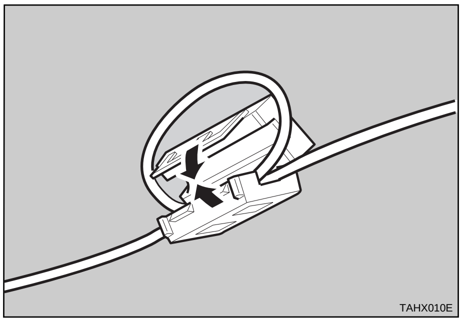
Follow these steps to connect the machine.

1. **Make sure you have the correct cable.**

   Note

   ☐ Under 100BASE-TX environment, properly shielded and grounded cable (STP) make sure to use for the connection to your host computer (and/or HUB) in order to meet FCC and EMC Directive 89/336/EEC emission limits.
2. **Make sure the machine is turned off.**
3. **Loop the network interface cable. The loop should be about 10 cm (4″) from the end of the cable on the end closest to the printer.**

4 **Attach the ferrite core to the loop.**



5 **Attach the network interface cable to the 10BASE-T/100BASE-TX connector on the right side of the back cover of the machine.**

Reference

See P.1 *"Connecting the Machine"* to make sure of the position of the 10BASE-T/100BASE-TX port.

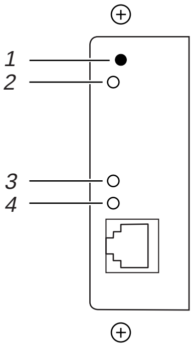
Note

❒ Make sure that the cable is connected to the 10BASE-T/100BASE-TX port.

❒ Do not connect the cable into the Fax port.

6 **Connect the other end of the cable into the network.**

Button and indicators on the network interface board



1. **Button**

Press this button for more than 2 seconds to print "Network Configuration Page". Press this button more than 5 seconds to print "System Log Information".

2. **Indicator (orange)**

Stays on while the network interface board is working.

3. **Indicator (green)**

Stays on while the 100BASE-TX is working. Stays off while 10BASE-T is working.

4. **Indicator (green)**

Stays on while the machine is in a network enviroment.

Features of this Machine

This printer is designed especially for office workgroups, both for shared usage within network environment, and for one-to-one usage by being connected directly to your computer.

❖ Time Saving

You can save time you spend on your print tasks.

- Printing Speed [*1] : 18 ppm

[*1] A4▭, $8^{1}/_{2}$" × 11"▭, maximum printing speed from a standard paper tray.

❖ Compact Body

Its compact body requires minimum space to place it on your desk or desk side.

❖ Network Connectivity

Your printer is network ready with the optional network interface board.

❖ Proof Print

You can print a sample set to check and correct the settings before making a large print run.

❖ Major Specifications

Printing Speed	18 pages per minute [*1]
Maximum Print Quality	True 600 × 600dpi resolutions
Printer Language	PCL 5e, PCL 6 [*2] PostScript 3 [*3]
Maximum Input Paper Size (Paper Tray and Bypass Tray)	A3, 11" × 17"
Standard Memory Size	16MB
Maximum Memory Size with Optional Memory	80MB

[*1] A4▭, $8^{1}/_{2}$" × 11"▭

[*2] Emulations

[*3] Option

Printer Drivers for this Machine

Printing requires installation of a printer driver for your operating system. The following drivers are included in the CD-ROM comes with this machine.

Printer Language **Operating system**	**PCL 5e**	**PCL 6**	**PostScript 3**
Windows 95 [*1]	√	√	√ [*6]
Windows 98 [*2]	√	√	√ [*6]
Windows 3.1x [*3]	√	√	√
Windows NT4.0 [*4]	√	√	√ [*6] [*7]
Macintosh [*5]			√ [*7] [*8]

[*1] Microsoft Windows 95 operating system

[*2] Microsoft Windows 98 operating system

[*3] Microsoft Windows for Workgroups operating system Version 3.11

[*4] Microsoft Windows NT Server network operating system Version 4.0, Microsoft Windows NT Workstation operating system Version 4.0

[*5] Required system is 7.1 or later operating system.

[*6] Requires Service Pack 3 or later.

[*7] Adobe PostScript Printer Driver and PostScript Printer Description (PPD) files are included in the CD-ROM.

[*8] Required the optional Network Interface Board Type 185.

❖ PCL printer drivers

Printer drivers allow the computer to communicate with the printer via a printer language. Two kinds of PCL printer drivers, PCL 6 and PCL 5e, are included in the CD-ROM comes with this machine. We recommend the PCL 6 as your first choice. However, some of your applications might require the installation of the PCL 5e printer driver. In this case, you can install PCL 5e in addition to the PCL 6.

⇒ P.19 *"Windows 95/98 - Installing the PCL 6/5e Printer Driver"*
⇒ P.19 *"Windows NT4.0 - Installing the PCL 6/5e Printer Driver"*
⇒ P.20 *"Windows 3.1x - Installing the PCL 6/5e Printer Driver"*

❖ Adobe PostScript Printer Drivers and PPD files

Adobe PostScript printer drivers and the PPD files are included in the CD-ROM comes with this machine. Adobe PostScript printer driver allows the computer to communicate with the printer via a printer language. And the PPD files allow the printer driver to enable the printer specific functions.

⇒ P.22 *"Windows 95/98 - Installing the PostScript Printer Driver"*
⇒ P.22 *"Windows NT4.0 - Installing the PostScript Printer Driver"*
⇒ P.23 *"Windows 3.1x - Installing the PostScript Printer Driver"*
⇒ P.24 *"Macintosh"*

Software and Utilities Included on the CD-ROM

❖ **Agfa Font Manager**

Helps you to install new fonts, or organize and manage fonts already installed on your system.

❖ **PRINTER MANAGER FOR ADMINISTRATOR**

A utility for the system administrator to manage printers on the network.

Reference

For the name of the PRINTER MANAGER FOR ADMINISTRATOR you use, see the Operating Instruction for the Network Interface Board which is on the CD-ROM that came with this machine.

See the PRINTER MANAGER FOR ADMINISTRATOR Online Help for details on using the PRINTER MANAGER FOR ADMINISTRATOR.

❖ **PRINTER MANAGER FOR CLIENT**

A utility for users to manage their own print jobs on the network.

Reference

For the name of the PRINTER MANAGER FOR CLIENT you use, see the Operating Instruction for the Network Interface Board which included in the CD-ROM comes with this machine.

See the PRINTER MANAGER FOR CLIENT Online Help for details on using the PRINTER MANAGER FOR CLIENT.

❖ **Multi Direct Print**

A utility for printing on a "Peer-to-Peer" network.

Reference

For more information of the Multi Direct Print, see the Operating Instructions for Network Interface Board.

❖ **Acrobat Reader**

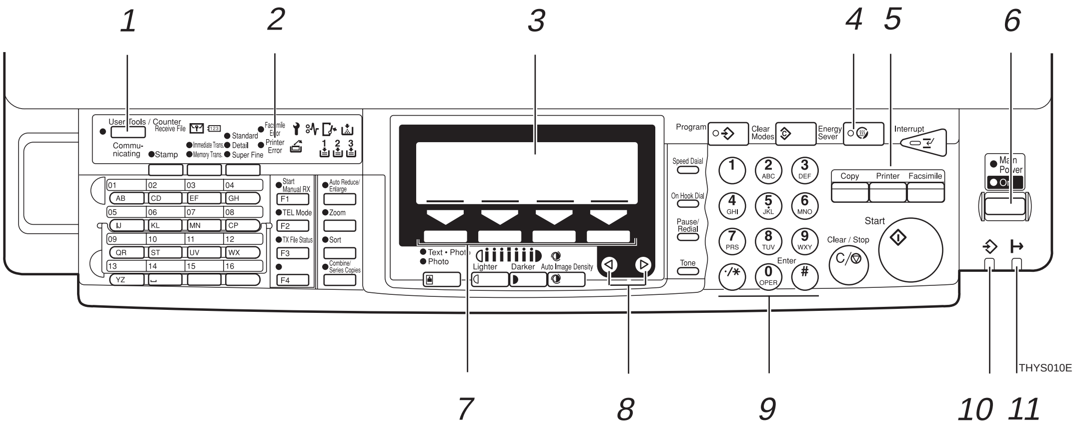
A utility that allows you to read PDF (Portable Document Format).

Note

❒ Documantation on using the printer included on the CD-ROM in PDF format.

Guide to this Machine

Operation Panel



1. 【User Tools】 key

Press to change the default settings and conditions to meet your requirements.

2. Error Indicator

Lights up whenever a printer error occurs. A message describing the cause of the error also appears on the panel display.

3. Panel Display

Shows the operation status, error messages, and function menus.

4. 【Energy Saver】 key

Press this key for about 1 second to switch to and from Energy Saver mode.

5. Function keys

Press to change the functions (Copy, Printer, Facsimile) shown on the panel display. To use the printer function, press the 【Printer】 key.

6. Operation Switch

Press this switch to turn the power on. (the On indicator lights up). To turn the power off, press this switch again (the On indicator goes off).

7. Selection keys

Press these keys to select the function on the panel display.

8. ◁▷ keys

9. Number keys

10. Data In indicator

Shows if a print job is being sent from the host computer.

If the indicator is blinking, a job is being sent.

If the indicator stays on the data is printing.

11. On Line indicator

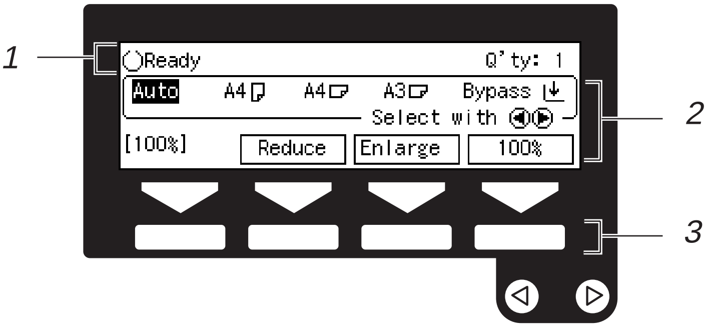
Stays on while the printer is online.

Panel Display

The panel display shows operational status, error messages, and function menus.

Important

- ❐ Do not apply a strong shock or a force of about 30 N (about 3 kgf) or more to the panel display. Otherwise, the display might be damaged.



1. **Operation and Error Messages appear.**

2. **Items which can be selected or specified.**

3. **These keys correspond to the keys that are in the bottom line of the display.**

Note

- ❐ The selected item is highlighted on the panel display.

Basic key Operations

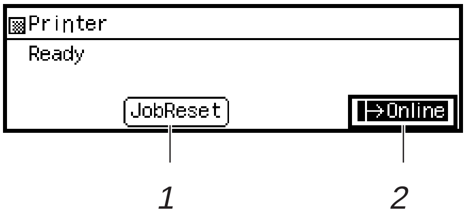
Following table shows basic key operations.

[Enter #] key	Press this key to set the function or numeric value, and the previous display appears.
[Escape] key	Press this key to cancel the function or numeric value, and the previous display appears.
[↑][↓]	If all functions cannot be displayed, press these keys to switch to the previous or next page. Increase or decrease the counter on the display panel.
[Cancel] key	Press this key to cancel the function and previous display appears.
[Exit]	Press this key to set the function or numeric value, and normal display screen appears.

Online and Offline

Online

Online is the state in which the printer can receive data from the computer.



***1.* [Job Reset] key**

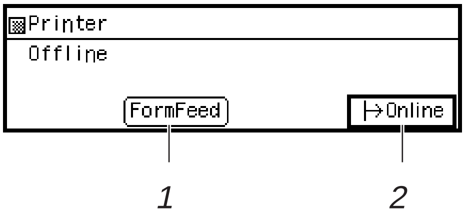
Press this key when the printer is online to cancel the current print job.

***2.* [Online] key**

Press this key to change the online status, the printer offline conditions.

Offline

Offline is a state in which the printer cannot receive data from the computer.



***1.* [FormFeed] key**

Press this key during when the printer is offline to print out all the data left in the printer's input buffer.

***2.* [Online] key**

Press this key to change the online status, the printer offline conditions.

2. Configuring the Printer for the Network with the Operation Panel

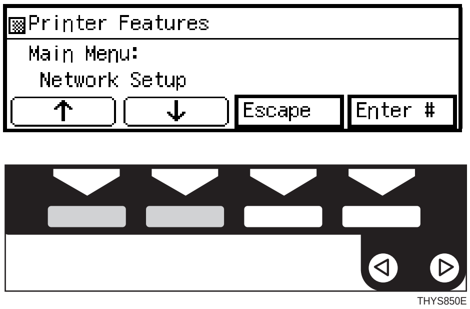
Configuring the Printer for the Network with the Operation Panel

After installing the optional network interface board, configure it for the network using the printer's operation panel.

The following table shows the operation panel settings and their default settings. These are included in the ”Main Menu“.

Items		Default
32	IP Address	011.022.033.044
33	Subnet Mask	000.000.000.000
34	Gateway Address	000.000.000.000
35	Access Control (Access Control Address)	000.000.000.000
36	Access Mask (Access Control Mask)	000.000.000.000
37	Network Boot	None
38	Frame Type(NW) (Frame Type NetWare)	Auto Select
39	Active Protocol	All Active

1. **Press 【User Tools】.**
2. **Press 【4】 on the number keys.**
3. **Press [↑][↓] until the following message appears.**



```
▩Printer Features
 Main Menu:
  Network Setup
```

4. **Press [Enter #].**

5 **Select the protocol you want to use. You can select one of the items on the table below.**

Menu item on the panel display	Active Protocol			
	TCP *1	NW *2	AT *3	NB *4
All Active (Default Setting)	✓	✓	✓	✓
None				
TCP/IP Only	✓			
NetWare Only		✓		
TCP/IP & NetW	✓	✓		
ATalk Only			✓	
TCP/IP & ATalk	✓		✓	
NetWare &ATalk		✓	✓	
TCP & ATK & NW	✓	✓	✓	
NetBEUI only				✓
TCP/IP & NB	✓			✓
NetBEUI&NetW		✓		✓
TCP & NB & NW	✓	✓		✓
NetBEUI & ATalk			✓	✓
TCP & NB & ATK	✓		✓	✓
NB & NW & ATalk		✓	✓	✓

- ✓ means that this protocol is active.
- Blank cell means that this protocol is not active.

*1 TCP/IP
*2 NetWare
*3 AppleTalk
*4 NetBEUI

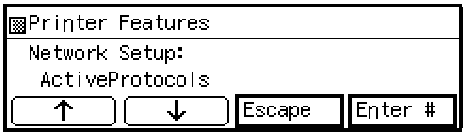
Note

❒ You should not select protocols that are not used on your network.

Limitation

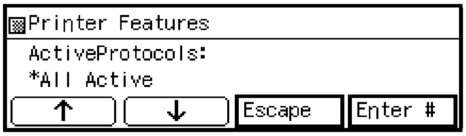
❒ If you want to select AppleTalk, you should install the optional PostScript 3 kit Type 185.

❶ **Press [↑][↓] until the following message appears.**


Printer Features
Network Setup:
ActiveProtocols

❷ **Press [Enter #].**

The current settings appear on the panel display.


Printer Features
ActiveProtocols:
*All Active

❸ **Press [↑][↓] until the protocol you want to use appears.**

❹ **Press [Enter #].**

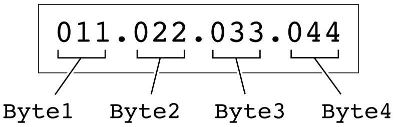
The actual procedure may differ somewhat depending on the protocol you use. Follow the appropriate procedure below.

TCP/IP	6 ▶ 7 ▶ 8 ▶ 9 ▶ 11
NetWare	10 ▶ 11
AppleTalk	11
NetBEUI	11

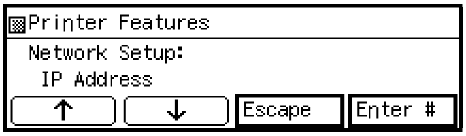
6 **If you use TCP/IP, you should assign the IP Address to your printer.**

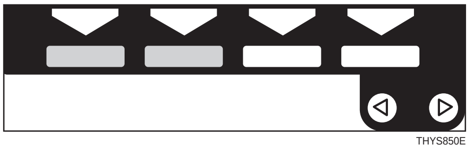
Note

- ❒ To get the IP Address for your printer, contact your network administrator.
- ❒ If you use TCP/IP, you must assign an IP Address to your printer.
- ❒ The IP Address is show by Byte on the panel display.



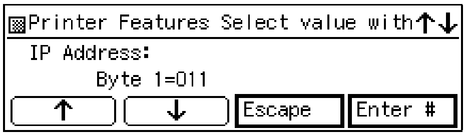
❶ **Press [↑][↓] until the following message appears.**


Printer Features
Network Setup:
IP Address



❷ **Press [Enter #].**

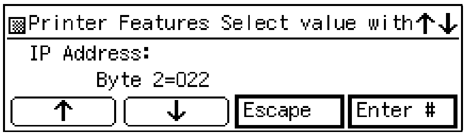
The current Byte 1 of the IP Address appears on the panel display.


Printer Features Select value with↑↓
IP Address:
Byte 1=011

❸ **Use [↑][↓] to specify the IP Address.**

❹ **Press [Enter #].**

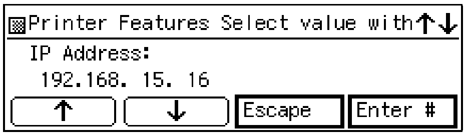
The current Byte 2 of the IP Address appears.

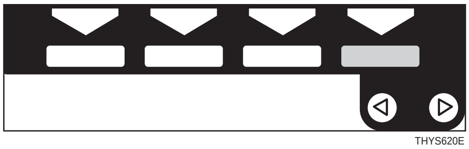

Printer Features Select value with↑↓
IP Address:
Byte 2=022

❺ **Use [↑][↓] to specify the Byte 2 of the IP Address.**

Repeat step ❸ and ❹ to specify the rest of the IP Address.

❻ **Press [Enter #] to register the IP Address you specified.**


Printer Features Select value with↑↓
IP Address:
192.168. 15. 16



7 **If you use TCP/IP, you should assign the “Subnet Mask” and “Gateway Address” using the same procedure for specifying the IP Address.**

8 **If you use TCP/IP, set the “Access Control” and “Access Mask” using the same procedure for specifying the IP Address, if necessary.**

9 **If you use TCP/IP, you can make settings for “Network Boot”.**

You can select how to assign the printer's address using the computer. Select one of the items on the following table.

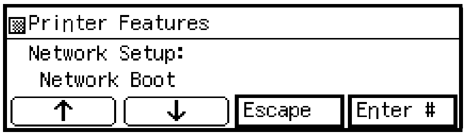
Menu item on the panel display	Available method			
	AR [*1]	RA [*2]	BO [*3]	DH [*4]
ARP+PING	✓			
ARP & RARP	✓	✓		
ARP & BOOTP	✓		✓	
APR&RARP&BOOTP	✓	✓	✓	
None (Default Seting)				
RARP + TFTP		✓		
BOOTP			✓	
RARP & BOOTP		✓	✓	
DHCP				✓

[*1] ARP+PING
[*2] RARP+TFTP
[*3] BOOTP
[*4] DHCP

Note

- ❒ You should set up your server, if you want to use “RARP+TFTP”, “BOOTP”, or “DHCP”.

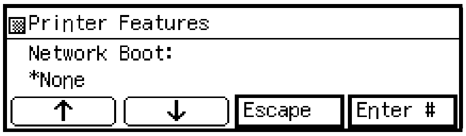
❶ **Press [↑][↓] until the following message appears.**



Printer Features
Network Setup:
Network Boot

❷ **Press [Enter #].**

The current setting appears on the panel display.



Printer Features
Network Boot:
*None

❸ **Press [↑][↓] until the method you want to use appears.**

❹ **Press [Enter #].**

10 **If you use NetWare, select the frame type for NetWare.**

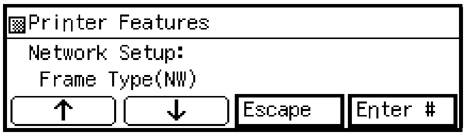
Select one of the items below if necessary.

- Auto Select (Default)
- Ethernet 802.3
- Ethernet 802.2
- Ethernet II
- Ethernet SNAP

Note

- ❒ Usually, you can use the default setting (“Auto Select”). With “Auto Select”, the frame type detected by the printer first is adopted. If your network can use more than two frame types, the printer may fail to select the correct frame type. In this case, select the appropriate frame type.

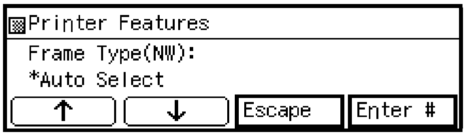
❶ **Press [↑][↓] until the following message appears.**



Printer Features
Network Setup:
Frame Type(NW)

❷ Press [Enter #].

The current setting appears on the panel display.



▧Printer Features
Frame Type(NW):
*Auto Select

❸ Press [↑][↓] until the frame type you want to use appears.

❹ Press [Enter #].

11 Exit from the setup menu to the available function settings.

❶ Press [Escape].

❷ Press [Escape].

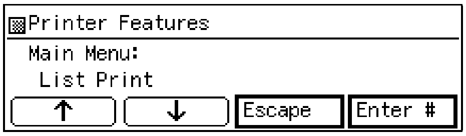
❸ Press [Exit].

12 When printing a configuration page, confirm your printer's configuration.

❶ Press 【User Tools】.

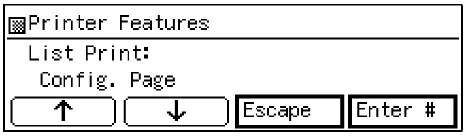
❷ Press 【4】 on the number keys.

❸ Press [↑][↓] to display "List Print", and then press [Enter #].

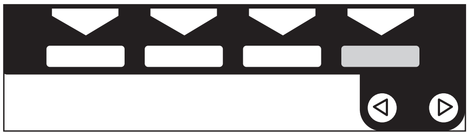


▧Printer Features
Main Menu:
List Print

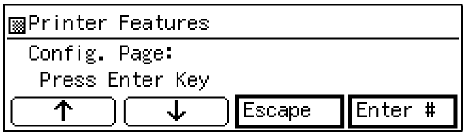
❹ After make sure that "Config. Page" is on the display, press [Enter #].



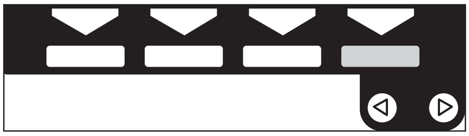
▧Printer Features
List Print:
Config. Page



❺ Press [Enter #].



▧Printer Features
Config. Page:
Press Enter Key



When printing a configuration page, you can confirm your printer's configuration.

Address

❖ **Subnet Mask**

A number used to mathematically "mask" or hide IP Address on the network by eliminating those parts of the address that are alike for all the machines on the network.

❖ **Gateway Address**

A gateway is a connection or interchange point that connects two networks. A gateway address is for the router or host computer used as a gateway.

Note

❒ To get the addresses, contact your network administrator.

❖ **Access Control Address and Access Control Mask**

Access Control Address and Access Control Mask are used to control the IP Address that have access to the computer used for printing, with the IP Address. If it is not necessary for you to control the access rights, select “0.0.0.0”.

Note

❒ When the Access Control Address settings coincide with the masked result of the IP Address of the computer, print jobs from that IP Address can be accepted by the network interface board.

❒ For example, if you assign 192.168.15.16 as the Access Control Address to the network interface board, the combination of the Access Control Mask and IP Address that can have access are as follows.(xxx: for any numerical value)

Access Control Mask	IP Address that have access
0. 0. 0. 0	XXX.XXX.XXX.XXX
255. 0. 0. 0	192.XXX.XXX.XXX
255.255. 0. 0	192.168.XXX.XXX
255.255.255. 0	192.168. 15.XXX
255.255.255.255	192.168. 15. 16

3. Installing the Printer Driver and Software

All of the procedures in this manual assume that you are familiar with general Windows procedures and practices. If you are not, see the documentation that comes with Windows for details.

Auto Run Program

You can install the printer driver by using the Auto Run program.

Auto Run is available for the following operating systems:

- Windows 95/98
- Windows NT4.0

If your system is the Windows 3.1x or Macintosh, see the information on installing the printer driver.

See P.20 *"Windows 3.1x - Installing the PCL 6/5e Printer Driver"*

See P.23 *"Windows 3.1x - Installing the PostScript Printer Driver"*

See P.24 *"Macintosh"*

Limitation

❒ Installing the printer driver requires full control access rights. To install the printer driver, log on as an Administrator.

Reference

For more information on the software and utilities included on the CD-ROM, see P.7 *"Software and Utilities Included on the CD-ROM"*.

Note

❒ Auto Run program might not automatically work with certain OS settings. In this case, start "SETUP.EXE" to install printer driver on the root.

❒ If you want to cancel the Auto Run program, insert the CD-ROM while pressing the 【SHIFT】 key until your computer finishes accessing the CD-ROM.

Using the shared printer on Windows NT4.0

If you want to share the printer on Windows NT4.0, you must not install the printer driver using the Auto Run.

For more information on installing the printer driver as an Alternative driver, see P.19 *"Windows NT4.0 - Installing the PCL 6/5e Printer Driver"*

Installing by Auto Run

Follow these steps to install the printer driver on Windows 95/98/Windows NT4.0:

Important

- ❒ Never have two versions of the same printer driver installed on your system at the same time. When upgrading to a new version of the printer driver, delete the old version, and then install the new one.

Note

- ❒ For the "plug and play" function, turn on the power of the printer first, and then your computer, if the machine is connected to your computer via the parallel port. **[New Hardware Found]** or **[Device Driver Wizard]** appears depending on the system version of the Windows 95/98.
- ❒ If the **[New Hardware Found]** dialog box or **[Device Driver Wizard]** appears, click the **[Cancel]**, and then insert the CD labeled Printer Drivers and Utilities.

1. **Close all applications that are currently running.**
2. **Insert the CD labeled Printer Drivers and Utilities for Windows 95/98/NT4.0 in the CD-ROM drive.**
3. **Follow the instructions on the screen.**
4. **Restart your computer after installation is complete.**
5. **You should set up the options with the printer driver.**

Installing the PCL 5e/6 Printer Driver

Windows 95/98 - Installing the PCL 6/5e Printer Driver

Installing the printer driver

Install the driver in accordance with the steps explained. ⇒ P.18 *"Installing by Auto Run"*

Setting up options

Note

- ❒ When setting up options, you should access the Printer Properties from Windows. You cannot access the Printer Properties from an application.

1. **Click [Start], point to [Settings], and then click [Printers].**

   The **[Printers]** window appears.

2. **Select the icon of the printer you want to use by clicking it. On the [File] menu, click [Properties].**

3. **Click [Accessories] tab.**

4. **Select any options you have installed from the [Options] group.**

5. **Click [OK] .**

Windows NT4.0 - Installing the PCL 6/5e Printer Driver

Installing the printer driver

Install the driver in accordance with the steps explained. ⇒ P.18 *"Installing by Auto Run"*

If you want to share the printer on Windows NT4.0, you must not install the printer driver using the Auto Run. In this case, cancel the Auto Run program and install the printer driver using **[Add Printer Wizard]** in the **[Printers]** window.

Install the printer driver of the Windows NT4.0 is from the following folder in the CD-ROM.

- PCL5e
  \DRIVERS\PCL5E\NT4\(Language)\DISK1\
- PCL6
  \DRIVERS\PCL6\NT4\(Language)\DISK1\

Install the printer driver of the Windows 95/98 for the Alternative driver from the following folder in the CD-ROM.

- PCL5e
  \DRIVERS\PCL5E\WIN95_98\(Language)\DISK1\
- PCL6
  \DRIVERS\PCL6\WIN95_98\(Language)\DISK1\

Setting up options

Note

❒ When setting up options, you should access the **[Printer Properties]** tab from Windows. You cannot access the **[Printer Properties]** tab from an application.

1 Click [Start], point to [Settings], and then click [Printers].

The **[Printers]** window appears.

2 Select the icon of the printer you want to use by clicking it. On the [File] menu, click [Properties].

3 Click [Accessories] tab.

4 Select any options you have installed from the [Options] group.

5 Click [OK] .

Windows 3.1x - Installing the PCL 6/5e Printer Driver

Installing the printer driver

Important

❒ We recommend to install the PCL 5e printer driver on your Windows 3.1x system. Under Windows 3.1x system, you might get some unexpected print results with the PCL 6 printer driver.

1 Close all the applications that are currently running.

2 From the [Program Manager], click [Run] from the [File] menu.

3 In the [Run] window, click [Browse].

4 Select the CD-ROM drive in the [Drives] list.

5 Select the file titled [SETUP.EXE].

6 Follow the instructions on the screen.

Setting up options

Note

- ❒ When setting up options, you should access the **[Printer Properties]** tab from Windows. You cannot access the **[Printer Properties]** tab from an application.

1. **From the [Main] group of the [Program Manager], open [Control Panel] by double-clicking it.**
2. **Double-click the [Printers] icon.**
3. **In the [Installed Printers:] list box, click the name of the printer you want to set up.**
4. **Click [Setup].**
5. **Click [Accessories] tab. The [Options] group appears.**
6. **Select any options you have installed from the [Option] group.**
7. **Click [OK] to close the Printer Properties dialog box.**
8. **Click [Close] to close the [Printers] dialog box.**

Installing the PostScript Printer Driver

Windows 95/98 - Installing the PostScript Printer Driver

Installing the Printer Driver

Install the driver in accordance with the steps explained. ⇒ P.18 *"Installing by Auto Run"*

Setting up options

Note

- ❒ When setting up options, you should access the **[Device Options]** tab from Windows. You cannot set up options when accessing the **[Device Options]** tab from an application

1. **Click [Start], point to [Settings], and then click [Printers].**

   The **[Printers]** window appears.

2. **Select the icon of the printer you want to use by clicking it. On the [File] menu, click [Properties].**

3. **Click [Device Options] tab. The [Installable Options] group appears.**

4. **In the [Installable Options] box, select the option you have installed.**

   The current setting is displayed in the **[Change settings for:]** list box.

5. **Use the [Change settings for:] list box to select the appropriate setting for the selected option.**

6. **Click [Apply] to apply the settings you made.**

7. **After making all settings you want, click [OK].**

Windows NT4.0 - Installing the PostScript Printer Driver

Installing the printer driver

Install the driver in accordance with the steps explained. ⇒ P.18 *"Installing by Auto Run"*

Setting up options

Note

- ❒ When setting up options, you should access the Printer Properties from Windows. You cannot set up options when accessing the Printer Properties from an application

1 **Click [Start], point to [Settings], and then click [Printers].**

The **[Printers]** window appears.

2 **Select the icon of the printer you want to use by clicking it. On the [File] menu, click [Properties].**

3 **Click [Device Settings] tab. The [Options] group appears.**

4 **Use the [Installable Options] group to specify the options.**

5 **Click [OK] to close the printer's Properties dialog box.**

Limitation

- ❒ Changing the settings of the Printer Properties requires full control access rights. Log on as an Administrator group member.

Windows 3.1x - Installing the PostScript Printer Driver

Installing the printer driver

1 **Close all the applications that are currently running.**

2 **From the [Program Manager], click [Run] from the [File] menu.**

3 **In the [Run] window, click [Browse].**

4 **Select the CD-ROM drive in the [Drives] list.**

5 **Double click the file titled [SETUP.EXE].**

6 **Follow the instructions on the screen.**

Setting up options

1 **From the [Main] group of the [Program Manager], open [Control Panel] by double-clicking it.**

2 **Double-click the [Printers] icon.**

3 In the [Installed Printers:] list box, click the name of the printer you want to set up.

4 Click [Setup].

5 Click [Features] tab. The [Printer Features] group appears.

6 Use the [Printer Features] group to specify the options.

7 Click [OK] to close the Printer Properties dialog box.

8 Click [Close] to close the [Printers] dialog box.

Using the Adobe PageMaker Version 6.0 or 6.5

If you use the printer under Windows 95/98/NT4.0 of the Adobe PageMaker, you need to copy the PPD file to the PageMaker folder.

The PPD file is the file with extension ".ppd" under the folder \PS\WIN95_98\ENGLISH\DISK1\, on the CD labeled Printer Drivers and Utilities for Windows/Mac. The third folder, "ENGLISH" may be substituted by appropriate language name. Copy this file to the PageMaker folder.

For PageMaker 6 default installation, the folder is "C:\PM6\RSRC\PPD4", and for PageMaker 6.5 default installation, the directory is "C:\PM65\RSRC\USENGLISH\PPD4". The "USENGLISH" may be different, depending on your language selection.

Macintosh

Macintosh - Installing the PostScript Printer Driver

It is necessary to install a printer driver and a PPD file to print from a Macintosh.

Follow these steps to install a printer driver and a PPD file into a Macintosh using a system 7.1 or later operating system.

Important

❐ If you are using Mac OS 8.1 or later, and LaserWriter 8.5.0 or later, copy the “PrintingLib” file from the “Extensions” folder in the “System Folder” to your desktop before installing the PostScript printer driver. After installing the PostScript printer driver, drag the “PrintingLib” file from your desktop back into the “Extensions” folder before step 7.

❐ You cannot use LaserWriter 8.5.0, if you do not copy “PrintingLib” back into the “Extensions” folder, or you forgot to copy the “PrintingLib”, please reinstall the Macintosh operating system again.

1. **Insert the CD labeled Printer Drivers and Utilities for Windows/Mac in the CD-ROM drive.**
2. **Double click the CD icon.**
3. **Double click ″PS" folder.**
4. **Double click a folder of appropriate language.**
5. **Double click the “AdobePS Installer” icon in the “Disk1” folder.**
6. **Follow the instructions on the screen.**
7. **Move the “PrintingLib” back to the “Extensions” folder in the “System Folder” from your desktop.**
8. **Double click the ″Extensions” folder.**
9. **Double click the “Printer Descriptions” folder.**
10. **Double click the CD icon on the desktop.**
11. **Double click the “Disk1” folder in the folder of appropriate language.**
12. **Click and drag the PPD file into the “Printer Descriptions” folder.**
13. **Click and drag the “Proof Print” into the “Printer Descriptions” folder in the Extensions folder in the System.**
14. **Restart the Macintosh.**

Setting up the PPD file

Preparation

Confirm that the printer is connected to an AppleTalk network before performing the following procedure.

1. **On the Apple menu, select [Chooser].**
2. **Click the [Adobe PS] icon.**
3. **In the [Select a PostScript Printer] list, select the name of the printer you want to use by clicking it.**
4. **Click [Create].**
5. **Select the printer you want to use by clicking it, and then click [Select].**

   The PPD file is set up, and the Adobe PS icon appears at the left of the printer name in the list. Next, use the procedure on P.26 *“Setting up options”* to make the option settings, or close the **[Chooser]** dialog box.

Setting up options

1 On the Apple menu, select [Chooser].

2 Click the [Adobe PS] icon.

3 In the [Select the PostScript Printer] list, select the name of the printer you want to use by clicking it, and then click [Setup].

4 Click [Configure].

A list of options appears.

5 Select the option you want to set up and select the appropriate setting for it.

Note

❒ If the option you want to set up is not displayed, the PPD file might not be set up correctly. Check the name of the PPD file shown in the dialog box.

6 Click [OK].

The list of options closes.

7 Click [OK].

The **[Chooser]** dialog box appears.

8 Close the [Chooser] dialog box.

4. Uninstalling the Printer Driver and Software

Uninstalling the PCL 6/5e Printer Driver

This section provides basic procedures for uninstalling the printer driver. The actual procedure may differ somewhat depending on your operating system.

Follow one of the procedures below.

Windows 95/98 - Uninstalling the PCL 6/5e Printer Driver

Follow these steps to uninstall the printer driver:

1. **Close all the applications that are currently running.**
2. **Click [Start], point to [Settings] and click [Printers].**

   The **[Printers]** window appears.
3. **Select the icon of the printer you want to remove by clicking it.**
4. **On the [File] menu, click [Delete].**

   A confirmation dialog box appears.
5. **Click [Yes] to delete the printer driver.**

Windows NT4.0 - Uninstalling the PCL 6/5e Printer Driver

Limitation

❒ Uninstalling the printer driver requires full control access rights. To uninstall the printer driver, log on as an Administrator or a Power Users group member.

1. **Close all the applications that are currently running.**
2. **Click [Start], point to [Settings] and click [Printers].**

   The **[Printers]** window appears.
3. **Select the icon of the printer you want to remove by clicking it.**
4. **On the [File] menu, click [Delete].**

   A confirmation dialog box appears.
5. **Click [Yes] to delete the printer driver.**

Windows 3.1x - Uninstalling the PCL 6/5e Printer Driver

Follow these steps to uninstall the PCL 6/5e printer driver:

1. **Insert the CD-ROM that comes with your printer in the CD-ROM drive.**
2. **Close all applications that are currently running.**
3. **From the [Program Manager], select [Run] from the [File] menu.**
4. **In the [Run] window, click [Browse].**
5. **Select the CD-ROM drive in the [Drives] list.**
6. **Open the folder called [PCL5E] or [PCL6].**
7. **Open the folder called [WIN31].**
8. **Open the folder of the appropriate language for your operating system.**
9. **Open the folder called [DISK1].**
10. **Select the file titled [UNSETUP.EXE].**
11. **Click [OK].**
12. **Click [OK].**
13. **Follow the instructions on the screen.**
14. **If you are asked if you want to restart Windows, select [Yes].**

    If you are not asked, restart Windows after completing the uninstallation.

Uninstalling the PostScript Printer Driver

This section provides basic procedures for uninstalling the PostScript printer driver. The actual procedure may differ somewhat depending on your operating system.

Follow one of the procedures below.

Windows 95/98 - Uninstalling the PostScript Printer Driver

1. **Close all applications that are currently running.**
2. **Click [Start] on the task bar, point to [Settings], and then click [Printers].**

   The **[Printers]** window appears.
3. **Select the icon of the printer you want to remove by clicking it.**
4. **On the [File] menu, click [Delete].**
5. **Click [Yes] to delete the printer driver.**

Windows NT4.0 - Uninstalling the PostScript Printer Driver

Limitation

- ❒ Uninstalling the printer driver requires full control access rights. To uninstall the printer driver, log on as an Administrator or a Power Users group member.

1. **Close all applications that are currently running.**
2. **Click [Start] on the task bar, point to [Settings], and then click [Printers].**

   The **[Printers]** window appears.
3. **Select the icon of the printer you want to remove by clicking it.**
4. **On the [File] menu, click [Delete].**
5. **Click [Yes] to delete the printer driver.**

Windows 3.1x - Uninstalling the PostScript Printer Driver

Follow these steps to uninstall the printer driver:

1. **Open the [Control Panel].**
2. **Double click the "Printer" icon.**
3. **Select the printer you want to delete and click [Remove].**

   A confirmation dialog box appears.
4. **Click [Yes] to delete the printer.**
5. **Click [Close] to finish removing the printer driver.**

Macintosh - Uninstalling the PostScript Printer Driver

This section provides basic procedures for uninstalling the PPD File. The actual procedure may differ somewhat depending on your operating system.

Follow one of the procedures below.

1. **Drag the "AdoebPS" file inside the [Extensions] folder in the [System folder] to [Trash].**
2. **Drag the ″Proof Print‟ file inside the [Printer Descriptions] folder in the [Extensions] folder in the [System folder] to [Trash].**

5. Setting Up the Printer Driver and Canceling a Print Job

PCL 6/5e - Accessing the Printer Properties

Windows 95/98 - Accessing the Printer Properties

There are two methods you can use to open the Printer Properties.

Making printer default settings

To make the printer default settings, first open the **[Printer Properties]** dialog box from the **[Printers]** window.

Note

❒ With some applications, the printer driver's settings are not used, and the application's own initial default settings are applied.

1 Click [Start] on the task bar, point to [Settings], and then click [Printers].

The **[Printers]** window appears.

2 Select the icon of the printer whose default settings you want to change by clicking it.

3 On the [File] menu, click [Properties].

4 Make your settings and click [OK].

Making printer settings from an application

To make the printer settings from an application, open the **[Printer Properties]** dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows 95.

Note

❒ The actual procedure you should follow to open the **[Printer Properties]** differs slightly depending on the application. For details, see the documentation that comes with the application you are using.

❒ With some applications, the printer driver's settings are not used, and the application's own initial default settings are applied.

❒ Any settings you make in the following procedure are valid for the current application only.

1 On the [File] menu, click [Print].

The **[Print]** dialog box appears.

2 Select the printer you want to use from the [Name] list box, and then click [Properties].

The Printer Properties appears.

3 Make your settings, and click [OK].

4 Click [OK] to start your printing.

Windows NT4.0 - Accessing the Printer Properties

Making printer default settings - Printer Properties

Limitation

- ❒ Changing the settings of the Printer Properties requires full control access rights. Log on as an Administrator group member.

1 Click [Start] on the task bar, point to [Settings], and then click [Printers].

The **[Printers]** window appears.

2 Select the icon of the printer you want to use by clicking it.

3 On the [File] menu, click [Properties].

The Printer Properties appears.

4 Make your settings and click [OK].

Note

- ❒ The Settings you make here are used as the default settings for all applications.

Making printer default settings – Default Document Properties

Limitation

- ❒ Changing the settings of the Default Document Properties requires full control access rights. Log on as an Administrator or a Power Users group member.

1 Click [Start] on the task bar, point to [Settings], and then click [Printers].

The **[Printers]** window opens.

2 Select the icon of the printer you want to use by clicking it.

3 On the [File] menu, click [Document Defaults].

The Default Document Properties appears.

4 Make your settings and click [OK].

Note

- ❒ Settings you make here are used as the default settings for all applications.

Making printer settings from an application

To make the printer settings from an application, open the **[Document Properties]** dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows NT4.0.

Note

- ❒ The actual procedures you should follow to open the **[Document Properties]** differs slightly depending on the application. For details, see the documentation that comes with the application you are using.
- ❒ With some applications, the printer driver's settings are not used, and the application's own initial default settings are applied.
- ❒ Any settings you make in the following procedure are valid for the current application only.

1 On the [File] menu, click [Print].

The **[Print]** dialog box appears.

2 Select the printer you want to use from the [Name] list box, and then click [Properties].

The Document Properties appears.

3 Make your settings, and click [OK].

4 Click [OK] to start your printing.

Windows 3.1x - Accessing the Printer Setting dialog box

There are two methods you can use to open the Printer Setting dialog box.

Making printer default settings

To make the printer default settings, open the printer settings dialog box from **[Control Panel]**.

Note

- ❒ With some applications, the printer driver's settings are not used, and the application's own initial default settings are applied.

1 From the [Main] group of the [Program Manager], open [Control Panel] by double-clicking it.

2 Double-click the [Printers] icon.

3 In the [Installed Printers:] list box, click the name of the printer you want to set up.

4 Click [Setup].

5 Make your settings and click [OK].

6 Click [Close] to close the [Printers] dialog box.

Making printer settings from an application

To make the printer settings from an application, open the printer setting dialog box from that application. The following example describes how to make settings for the Write application that comes with Windows 3.1x.

Note

- ❒ The actual procedures you should follow to open the **[Printer Properties]** differs slightly depending on the application. For details, see the documentation that comes with the application you are using.
- ❒ With some applications, the printer driver's settings are not used, and the application's own initial default settings are applied.
- ❒ Any settings you make in the following procedure are valid for the current application only.

1 On the [File] menu, click [Print Setup].

The **[Print Setup]** dialog box appears.

2 In the [Printer] group, select the printer you want to use.

Note

- ❒ If the printer you want to use is not specified as the default printer, click **[Specific Printer]** and then find the printer you want to use in the list box.

3 Click [Options].

This opens the printer driver's properties.

4 Make your settings, and click [OK].

5 Click [OK] to close the [Print Setup] dialog box.

6 Start your printing operation.

PostScript - Setting Up for Printing

Windows 95/98 - Accessing the Printer Properties

There are two methods you can use to open the Printer Properties.

Making printer default settings

To make the printer default settings, first open the **[Printer Properties]** dialog box from the **[Printers]** window.

Note

- ❒ With some applications, the printer driver's settings are not used, and the application's own initial default settings are applied.

1. **Click [Start] on the task bar, point to [Settings], and then click [Printers].**

   The **[Printers]** window appears.

2. **Select the icon of the printer whose default settings you want to change by clicking it.**

3. **On the [File] menu, click [Properties].**

   The Printer Properties appears.

4. **Make your settings and click [OK].**

Making printer settings from an application

To make the printer settings from an application, open the **[Printer Properties]** dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows 95.

Note

- ❒ The actual procedure you should follow to open the **[Printer Properties]** differs slightly depending on the application. For details, see the documentation that comes with the application you are using.
- ❒ With some applications, the printer driver's settings are not used, and the application's own initial default settings are applied.
- ❒ Any settings you make in the following procedure are valid for the current application only.

1. **On the [File] menu, click [Print].**

   The **[Print]** dialog box appears.

2 Select the printer you want to use from the [Name] list box, and then click [Properties].

The Printer Properties appears.

3 Make your settings, and click [OK].

4 Click [OK] to start your printing.

Windows NT4.0 - Accessing the Printer Properties

Making printer default settings - Printer Properties

Limitation

❒ Changing the settings of the Printer Properties requires full control access rights. Log on as an Administrator or a Power Users group member.

1 Click [Start] on the task bar, point to [Settings], and then click [Printers].

The **[Printers]** window appears.

2 Select the icon of the printer you want to use by clicking it.

3 On the [File] menu, click [Properties].

The Printer Properties appears.

4 Make your settings and click [OK].

Note

❒ The settings you make here are used as the default settings for all applications.

Making printer default settings - Default Document Properties

Limitation

❒ Changing the settings of the Default Document Properties requires full control access rights. Log on as an Administrator or a Power Users group member.

1 Click [Start] on the task bar, point to [Settings], and then click [Printers].

The **[Printers]** window appears.

2 Select the icon of the printer you want to use by clicking it.

3 On the [File] menu, click [Document Defaults].

The Default Document Properties appears.

4 Make your settings and click [OK].

Note

- ❒ Settings you make here are used as the default settings for all applications.

Making printer settings from an application

To make the printer settings from an application, open the **[Document Properties]** dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows NT4.0.

Note

- ❒ The actual procedures you should follow to open the **[Document Properties]** differs slightly depending on the application. For details, see the documentation that comes with the application you are using.
- ❒ With some applications, the printer driver's settings are not used, and the application's own initial default settings are applied.
- ❒ Any settings you make in the following procedure are valid for the current application only.

1 On the [File] menu, click [Print].

The **[Print]** dialog box appears.

2 Select the printer you want to use from the [Name] list box, and then click [Properties].

The Document Properties appears.

3 Make your settings, and click [OK].

4 Click [OK] to start your printing.

Windows 3.1x - Accessing the Printer Setting dialog box

There are two methods you can use to open the Printer Setting dialog box.

Making printer default settings

To make the printer default settings, open the printer settings dialog box from **[Control Panel]**.

Note

- ❒ With some applications, the printer driver's settings are not used, and the application's own initial default settings are applied.

1 From the [Main] group of the [Program Manager], open [Control Panel] by double-clicking it.

2 Double-click the [Printers] icon.

3 In the [Installed Printers:] list box, click the name of the printer you want to set up.

4 Click [Setup].

5 Make your settings and click [OK].

6 Click [Close] to close the [Printers] dialog box.

Making printer settings from an application

To make the printer settings from an application, open the printer setting dialog box from that application. The following example describes how to make settings for the Write application that comes with Windows 3.1x.

Note

- ❒ The actual procedures you should follow to open the **[Printer Properties]** differs slightly depending on the application. For details, see the documentation that comes with the application you are using.
- ❒ With some applications, the printer driver's settings are not used, and the application's own initial default settings are applied.
- ❒ Any settings you make in the following procedure are valid for the current application only.

1 On the [File] menu, click [Print Setup].

The **[Print Setup]** dialog box appears.

2 In the [Printer] group, select the printer you want to use.

Note

- ❒ If the printer you want to use is not specified as the default printer, click **[Specific Printer]** and then find the printer you want to use in the list box.

3 Click [Options].

This opens the printer driver's properties.

4 Make your settings, and click [OK].

5 Click [OK] to close the [Print Setup] dialog box.

6 Start your printing operation.

Macintosh - Setting Up for Printing

Making paper settings from an application

1 Open the file you want to print.

2 On the [File] menu, click [Page Setup].

The **[Adobe PS Page Setup]** dialog box appears.

3 Make sure that the printer you want to use is shown in [Format for:]. Then, use [Paper] to select the paper size your want to use.

Note

❒ If your printer is now shown in the **[Format for:]** box, use the pop-up menu to display a list of available printers.

Reference

The actual appearance of the **[Page Setup]** dialog box differs depending on the application you are using. See the documentation that comes with your Macintosh for details.

4 After all the settings are the way you want, click [OK].

Setting up for printing from an application

1 Open the file you want to print.

2 On the [File] menu, click [Print].

The **[Printer]** dialog box appears.

3 Make sure that your printer is selected in the [Printer] box, make the printer settings you want.

4 After the settings are the way you want, click [Print].

Canceling a Print Job

Windows 95/98 - Canceling Print Job

1 Double-click the printer icon on the Windows Task Bar.

A window showing all the print jobs that are currently queued for printing appears. Check the current status of the job you want to cancel.

2 Click the name of the job you want to cancel so it is highlighted.

3 On the [Document] menu, click [Cancel Printing].

Note

- ❒ You can also open the print job queue window by double-clicking the printer icon in the **[Printer]** window.

4 Press [JobReset] of the machine's operation panel.

The message appears on the operation panel display indicating that the print job is being cancelled.

Important

- ❒ The above procedure cancels the print job that is being processed by the printer. In some cases, the printer may already be processing data for the next print job following the one currently being output. In such a case, the next print job is also canceled when you press **[JobReset]**.
- ❒ When your printer is being shared by multiple computers, make sure you do not accidentally cancel someone else's print job.

Note

- ❒ You cannot stop printing data that has already been processed internally by the printer. Because of this, printing may continue for a few pages after you press **[JobReset]**.
- ❒ A print job that contains a large volume of data may take considerable time to stop.

Windows NT4.0 - Canceling a Print Job

1 Double-click the printer icon on the Windows Task Bar.

A window showing all the print jobs that are currently queued for printing appears. Check the current status of the job you want to cancel.

2 Click the name of the job you want to cancel so it is highlighted.

3 On the [Document] menu, click [Cancel Printing].

Note

- ❒ You can also open the print job queue window by double-clicking the printer icon in the **[Printer]** window.

4 Press [JobReset] of the machine's operation panel.

The message appears on the operation panel display indicating that the print job is being cancelled.

Important

- ❒ The above procedure cancels the print job that is being processed by the printer. In some cases, the printer may already be processing data for the next print job following the one currently being output. In such a case, the next print job is also canceled when you press **[JobReset]**.
- ❒ When your printer is being shared by multiple computers, make sure you do not accidentally cancel someone else's print job.

Note

- ❒ You cannot stop printing data that has already been processed internally by the printer. Because of this, printing may continue for a few pages after you press **[JobReset]**.
- ❒ A print job that contains a large volume of data may take considerable time to stop.

Windows 3.1x - Canceling a Print Job

1 In the [Main] group, double-click the [Print Manager] icon.

This opens a window that shows all the print jobs that are currently queued for printing.

2 Click the name of the job you want to cancel so it is highlighted.

3 On the [Document] menu, click [Delete Document].

4 Click [Close] to close the dialog box.

5 Press [JobReset] of the machine's operation panel.

The message appears on the operation panel display indicating that the print job is being cancelled.

Important

- ❒ The above procedure cancels the print job that is being processed by the printer. In some cases, the printer may already be processing data for the next print job following the one currently being output. In such a case, the next print job is also canceled when you press **[JobReset]**.
- ❒ When your printer is being shared by multiple computers, make sure you do not accidentally cancel someone else's print job.

Note

- ❒ You cannot stop printing data that has already been processed internally by the printer. Because of this, printing may continue for a few pages after you press **[JobReset]**.
- ❒ A print job that contains a large volume of data may take considerable time to stop.

Macintosh - Canceling a Print Job

1 Double - click the printer's icon on the Desk Top.

A window showing all the print jobs that are currently queued for printing appears.

2 Check the current status of the job you want to cancel.

3 Click the name of the job you want to cancel so it is highlighted.

4 Click the [Pause Button], and then click the [Trash Button].

5 Press [JobReset] of the machine's operation panel.

The message appears on the operation panel display indicating that the print job is being cancelled.

Important

- ❒ The above procedure cancels the print job that is being processed by the printer. In some cases, the printer may already be processing data for the next print job following the one currently being output. In such a case, the next print job is also canceled when you press **[JobReset]**.
- ❒ When your printer is being shared by multiple computers, make sure you do not accidentally cancel someone else's print job.

Note

- ❒ You cannot stop printing data that has already been processed internally by the printer. Because of this, printing may continue for a few pages after you press **[JobReset]**.
- ❒ A print job that contains a large volume of data may take considerable time to stop.

Error & Status Messages on the Operation Panel

Error & Status Messages on the Operation Panel

Messages	Description	Resolution
Add Toner	The printer is out of toner.	Prepare a new toner cartridge.
Call Service SC_XXX	The Service Code or SC number identifies the failure.	Call your sales or service representative.
Call Service Power Off On	Communicate error from engine to controller.	Turn the machine off and then on again to restart.
Cannot Output To Selected Tray	The printer cannot output to specified tray with specified paper size.	Specify correct the paper size, or select the other tray on the printer driver.
Close Right Cover	The right cover is open.	Close the right cover.
Close R-Cover Paper	The right cover of the paper tray is open.	Close the right cover of the paper tray.
Close Upper Right Cover	The cover of the output internal 1bin tray is open.	Close the cover of the output internal 1bin tray.
Energy Saver 1	In Energy Save Mode level 1.	Press **【Energy Saver】** for the machine to get ready.
Energy Saver 2	In Energy Save Mode level 2.	Press the operation switch to turn the power on.
Error X	System error X: number 1 to 7	Call your sales or service representative.
Form Feeding...	Doing form feed.	Wait for a while.
Load Tray 1 xx	Tray 1 is out of paper. xx : Paper Size	Load paper of the indicated paper size into the paper tray 1.
Load Tray 2 xx	Tray 2 is out of paper. xx : Paper Size	Load paper of the indicated paper size into the paper tray 2.
Load Tray 3 xx	Tray 3 is out of paper. xx : Paper Size	Load paper of the indicated paper size into the paper tray 3.

Messages	**Description**	**Resolution**
Load Bypass xx	Bypass Tray is out of paper. xx : Paper Size	Load paper of the indicated paper size into the bypass tray.
Low On Toner	The printer is almost out of toner.	If the image density gets too light, replace the toner cartridge with a new one.
Offline	Printer is offline. The printer cannot accept or print out data.	If you want to put the printer online, press the **[Online]**.
Printing...	Doing print job.	Wait for a while.
Processing...	Print data is being processed.	Wait for a while.
Processing... Please Wait	The user tries to print the Proof Print data while writing the data to HDD.	Wait until the printer returns to the ready condition.
Ready	The printer is ready for printing.	—
Remove Paper Standard Tray	The standard output tray is full.	Remove the paper from the standard output tray. **Important** ❒ Remove the paper from the output tray before it becomes full. If you leave paper in the output tray, it can cause a paper misfeed.
Remove Paper 1Bin Tray	The internal 1bin tray is full.	Remove the paper from the internal 1bin tray. **Important** ❒ Remove the paper from the output tray before it becomes full. If you leave paper in the output tray, it can cause a paper misfeed.
Replace Maintenance Kit	It is time to replace the parts included in the Maintenance Kit.	Call your sales or service representative.
Replace PCU	It is time to change the PCU.	Call your sales or service representative.

Messages	Description	Resolution
Reset PCU	The photoconductor unit is not installed in the printer.	Call your sales or service representative.
Reset Fusing Unit Correctly	The fusing unit is not set correctly.	Set the fusing unit correctly.
Resetting Job...	Job is being reset.	Wait for a while.
Reset Tray 1 Correctly	Tray 1 is not set correctly.	Set tray 1 correctly.
Reset Tray 2 Correctly	Tray 2 is not set correctly.	Set tray 2 correctly.
Warming Up...	The printer is now preparing for printing.	Wait until the printer is warmed up.
Waiting...	Printer is waiting for the next data to print.	Wait for a while.

Note

❒ If you cannot solve the problem by taking above actions, turn the printer power off and then back on again. If this does not clear the error message, write down the error message, and contact your sales or service representative.

Getting Printer Information over the Network

Printer Current Status

You can check the printer's current status using the "mshel".

❖ **mshell**

Use status command.

Reference

For more information, refer to the Operating Instructions of the optional network interface board.

Messages	Description	Resolution
Add Toner	The printer is out of toner.	Prepare a new toner cartridge.
Call Service SC_XXX	The Service Code or SC number identifies the failure.	Call your sales or service representative.
Call Service Power Off On	Communicate error from engine to controller.	Turn the machine off and then on again to restart.

Messages	Description	Resolution
Cannot Output To Selected Tray	The printer cannot output to specified tray with specified paper size.	Specify correct the paper size, or select the other tray on the printer driver.
Close Right Cover	The right cover is open.	Close the right cover.
Close R-Cover Paper	The right cover of the paper tray is open.	Close the right cover of the paper tray.
Close Upper Right Cover	The cover of the output internal 1bin tray is open.	Close the cover of the output internal 1bin tray.
Energy Saver 1	In Energy Save Mode level 1.	Press **【Energy Saver】** for the machine to get ready.
Energy Saver 2	In Energy Save Mode level 2.	Press the operation switch to turn the power on.
Error X	System error X: number 1 to 7	Call your sales or service representative.
Form Feeding...	Doing form feed.	Wait for a while.
Load Tray 1 xx	Tray 1 is out of paper. xx : Paper Size	Load paper of the indicated paper size into the paper tray 1.
Load Tray 2 xx	Tray 2 is out of paper. xx : Paper Size	Load paper of the indicated paper size into the paper tray 2.
Load Tray 3 xx	Tray 3 is out of paper. xx : Paper Size	Load paper of the indicated paper size into the paper tray 3.
Load Bypass xx	Bypass Tray is out of paper. xx : Paper Size	Load paper of the indicated paper size into the bypass tray.
Low On Toner	The printer is almost out of toner.	If the image density gets too light, replace the toner cartridge with a new one.
Offline	Printer is offline. The printer cannot accept or print out data.	If you want to put the printer online, press the **[Online]**.
Printing...	Doing print job.	Wait for a while.
Processing...	Print data is being processed.	Wait for a while.
Processing... Please Wait	The user tries to print the Proof Print data while writing the data to HDD.	Wait until the printer returns to the ready condition.

Messages	Description	Resolution
Ready	The printer is ready for printing.	—
Remove Paper Standard Tray	The standard output tray is full.	Remove the paper from the standard output tray **Important** ❒ Remove the paper from the output tray before it becomes full. If you leave paper in the output tray, it can cause a paper misfeed.
Remove Paper 1Bin Tray	The internal 1bin tray is full.	Remove the paper from the internal 1bin tray. **Important** ❒ Remove the paper from the output tray before it becomes full. If you leave paper in the output tray, it can cause a paper misfeed.
Replace Maintenance Kit	It is time to replace the parts included in the Maintenance Kit.	Call your sales or service representative.
Replace PCU	It is time to change the PCU.	Call your sales or service representative.
Reset PCU	The photoconductor unit is not installed in the printer.	Call your sales or service representative.
Reset Fusing Unit Correctly	The fusing unit is not set correctly.	Set the fusing unit correctly.
Resetting Job...	Job is being reset.	Wait for a while.
Reset Tray 1 Correctly	Tray 1 is not set correctly.	Set tray 1 correctly.
Reset Tray 2 Correctly	Tray 2 is not set correctly.	Set tray 2 correctly.
Warming Up...	The printer is now preparing for printing.	Wait until the printer is warmed up.
Waiting...	Printer is waiting for the next data to print.	Wait for a while.

Printer Configuration

You can check the printer configuration using the "mshel".

❖ mshell

Use info command.

Reference

For more information on the printer configuration with this method, refer to the "Operating Instructions" for network interface board.

Item	Description
Input Tray	
No.	ID number of the paper tray
Name	Name of the paper tray[*1]
Page Size	Paper size loaded in the paper tray[*2]
Status	Current status of the paper tray[*3]
Output Tray	
No.	ID number of the output tray
Name	Name of the output tray. [*4]
Status	Current status of the output tray. [*5]
Emulation	
No.	ID number of the emulation used which the printer
Name	Name of the emulation used which the printer
Version	Version of the emulation
Program	No Entries.

Note

- ❒ "*" (asterisk) is displayed with the current setting.
- ❒ Regarding *1–*5, see the attached tables.

❖ *1 Input Tray: Name

Name	Description
Tray 1	Standard Tray
Tray 2	Paper Feed Unit (with two optional paper feed unit :upside)
Tray 3	Paper Feed Unit (with two optional paper feed unit :downside)
Bypass Tray	Bypass Tray

❖ *2 Input Tray: Paper Size

Paper Size	Description
A3(297 x 420)	A3▭
B4 JIS(257 x 364)	B4▭
A4(210 x 297)	A4▭
A4(297 x 210)	A4▯
B5 JIS(182 x 257)	B5▭
B5 JIS(257 x 182)	B5▯
A5(148 x 210)	A5▭
A5(210 x 148)	A5▯
A6(105 x 148)	A6▭
11 x 17	11"×17"▭
8 1/2 x 14	8$^{1}/_{2}$"×14"▭
8 1/2 x 11	8$^{1}/_{2}$"×11"▭ Letter
11 x 8 1/2	8$^{1}/_{2}$"×11"▯ Letter
7 1/4 x 10 1/2	7.25" x 10 $^{1}/_{2}$"▭ Executive
10 1/2 x 7 1/4	7.25" x 10 $^{1}/_{2}$"▯ Executive
5 1/2 x 8 1/2	5 $^{1}/_{2}$" x 8 $^{1}/_{2}$" ▭ Half Letter
8 1/2 x 5 1/2	5 $^{1}/_{2}$" x 8 $^{1}/_{2}$" ▯ Half Letter
8 1/4 x 13	8.25" x 13" ▭
8 1/2 x 13	8.5" x 13" ▭
8 x 13	8" x 13" ▭
4 1/8 x 9 1/2	Com10 Env.(4.125" x 9.5") ▭
3 7/8 x 7 1/2	Monarch Env.(3.875" x 7.5") ▭
C6 Env(114 x 162)	C6 Env.(114 x 162mm) ▭
C5 Env(162 x 229)	C5 Env.(162 x 229mm) ▭
DL Env(110 x 220)	DL Env.(110 x 220mm) ▭
8K(267 x 390)	8K ▭
16K(195 x 267)	16K ▭
16K(267 x 195)	16K ▯
FRE	Custom Paper Size

❖ *3 Input Tray: status

Sstatus	Description
Normal	Normal
NoTray	There is no paper tray
PaperEnd	There is no paper in the paper tray

❖ *4 Output Tray: Name

Name	Description
Standard Tray	Standard
Internal 1Bin Tray	Output Tray (upside)

❖ *5 Output Tray: status

Status	Description
Normal	Normal
Paper Exist	Paper exists in output tray.

Machine Does not Print

If machine does not print, the table below.

Possible Cause	**Solutions**
Is the power on?	Turn on the machine.
Is the interface cable properly connected?	Connect the interface cable correctly. If there are any connectors or screws, make sure they are fastened securely.
Are you using the correct interface cable?	Be sure to use the correct one. If the cable is damaged or worn, replace it with a new one.
Did you connect the interface cable after turning on the main switch?	Make sure to connect the interface cable before turning on the main switch.
Is your machine online?	Bring it online by touching the **[Online]** key.
Is the specified paper set?	Set the specified paper in any of the input trays.
Are there any error messages on the panel display?	Check the error message, and take the required action. See P.43 *"Error & Status Messages on the Operation Panel"*
Does the indicator above the Printer key stay red?	Check the error message, and take the required action. See P.43 *"Error & Status Messages on the Operation Panel"*
Can you print a test page (configuration page)?	If you can't print a test page, it probably indicates a printer malfunction. You should contact your sales or service representative. If you can print a test page but cannot get the printer to print when you issue a print command from your computer, it probably means there is a problem with your computer. Also keep it in mind that large, complex data might take long time for the printing process. ⇒ P.66 *"Printer Condition"*
Is your specified paper size correct?	Set the specified paper in any of the input trays. Adjust the paper size dial to match the size and feed direction of the paper in the paper tray.

Possible Cause	Solutions
When the PostScript option is connected to the network, data is being received by the printer, but does not print.	❖ **Windows 95/98** On the **[PostScript]** tab, click **[Advanced]** and then uncheck both **[Send CTRL+D after job]** and **[Send CTRL+D before job]**. ❖ **Windows NT4.0** Open the **[Advanced]** tab of the Printer Properties. Under **[PostScript Options]**, select **[No]** for both **[Send CTRL-D After Each job]** and **[Send CTRL-D Before Each job]**.
Printing does not start or interrupted, when using the PostScript option.	The data is cleared when the Job Timeout period is exceeded. ❖ **Windows 95/98** Set a longer **[Job Timeout]** period with the **[PostScript]** tab of the Printer Properties. ❖ **Windows NT4.0** Set a longer **[Job Timeout]** period with the **[Device Settings]** tab of the Printer Properties.
	A PostScript error might occur if there is not enough memory in the printer, or there are errors in the print data sent to the printer. • In some cases, increasing the memory may solve this problem. Install an optional memory unit (SDRAM). For more information on the memory, see P.71 *"Specifications"*.
	The print job might be reset. Do the following. • Make sure that you have selected the correct printer driver. Try printing again. • Set a longer Wait Timeout. ❖ **Windows 95/98** Set a longer **[Wait Timeout]** period with the **[PostScript]** tab of the Printer Properties. ❖ **Windows NT4.0** Set a longer **[Wait Timeout]** period with the **[Device Settings]** tab of the Printer Properties. ❖ **Macintosh** You can specify a longer **[I/O Timeout]** period on the printer's operation panel. ⇒ P.58 *"Accessing Printer Features"*.

Possible Cause	Solutions
Is the Data In Indicator blinking or lit after starting the print job, when using the PCL printer?	If not, the data is not being sent to the printer. Or the printer may be resetting the print job because there was a long delay in receiving the data from the computer. ❖ **If the printer is using "I/O Timeout"** Increase the value of the "I/O Timeout" setting of the "System" menu of the "Job Control". ⇒ P.60 *"Printer Features Parameters"* ❖ **If your printer is connected to the computer using the interface cable** Make sure that the printer port settings are correct. For a parallel port connection, port LPT1 or LPT2 should be set. For more information on the printer port settings, see the Note after this table. ❖ **Network Connection** Contact your network administrator.

Note

- **Windows 95/98**
  ① Click **[Start]**, point to **[Settings]**, and then click **[Printers]**.
  ② Select the icon of the printer by clicking it. Next, on the **[File]** menu, click **[Properties]**.
  ③ Click **[Details]** tab.
  ④ Check the **[Print to the following port]** box to make sure the correct port is selected.
- **Windows NT4.0**
  ① Click **[Start]**, point to **[Settings]**, and then click **[Printers]**.
  ② Select the icon of the printer by clicking it. Next, on the **[File]** menu, click **[Properties]**.
  ③ Click **[Port]** tab.
  ④ Check the **[Print to the following port]** box to make sure the correct port is selected.
- **Windows 3.1x**
  ① On the **[Control Panel]**, double-click **[Printers]** icon.
  ② Confirm that this printer is specified as the default printer.
  ③ Click **[Connect]**.
  ④ Check the **[Ports]** box to make sure the correct port is selected.
- **Macintosh**
  ① Click **[Apple Menu]**, point to **[Control Panel]**, and then click **[Apple Talk]**.
  ② In the **[connect via.]** list box to make sure the **[Ethernet]**.

Other Printing Problems

Problem	**Action**
It takes a long time for the printer to start printing.	The machine might be in Energy Saver mode or Low Power mode, which requires more time for warming up and resuming the print job. If you can't wait, change the settings of Low Power. Shift Time and Low Power Timer.
It takes too much time to complete the print job.	The data is so large or complex that it takes time to process it. If the Data In indicator is blinking, the data processing is being done. Just wait until it is finished.
Windows 95/98, NT 4.0 : The computer doesn't recognize the installed printer options.	If connections to the printer is not bi-directional, the computer doesn't recognize the installed printer options. In this case specify which options you have installed using the printer driver. **Reference** For more information on the setting options with installing the printer driver. ⇒ P.19 *"Installing the PCL 5e/6 Printer Driver"* , P.22 *"Installing the PostScript Printer Driver"*
Windows 3.1x : The printer can't send the print job.	The memory buffer might be full. Set the Print Manager to "OFF", or make the time-out setting longer.

7. Using the Operation Panel

This section is for the maintenance operators.

The User Tools set the default settings, which are divided into four menu items; System Settings, Copy Features, Printer Features and Fax Feature. This section deals with the information on adjusting the printer settings using the System Settings and the Printer Features menus.

Note

- ❒ After using the UserTools, be sure to return to Printer mode.
- ❒ The settings are not canceled even if the operation switch is turned off or the **[Escape]** key is pressed.

Reference

For more information on specifying the printer system, see P.11 *"Configuring the Printer for the Network with the Operation Panel"*

For information of the Copy Features, Fax Features and Specify the System Settings. Refer to the "Copy Reference", the "Fax Reference" and the "System Settings"

Adjusting Printer Features

Printer Features Menu

There are 5 menu items in the printer menu.

- Proof Print
- Job Control
- Network Setup
- Maintenance
- List Print

Category	**Function Menu**	
Proof Print	Print File	
	Delete File	
	Show Error Log	
Job Control	Paper Input	Tray Priority
		Tray Locking
		Bypass Size
	Print Quality	Edge Smoothing
		Resolution
		Toner Saving
	System	Print PS Errors
		I/O Timeout
		I/O Buffer
	PCL Menu	Orientation
		Form Lines
		Font Source
		Font Number
		Point Size
		Font Pitch
		Symbol Set
Network Setup	IP Address	
	Subnet Mask	
	Gateway Address	
	Access Control	
	Access Mask	
	Network Boot	
	Frame Type(NW)	
	Active Protocols	
Maintenance	Restart Printer	
	Menu Reset	
	Hex Dump	
List Print	Config. Page	
	Menu List	
	PCL Font List	
	PS Font List	
	Demo Page	
	Disk Directory	

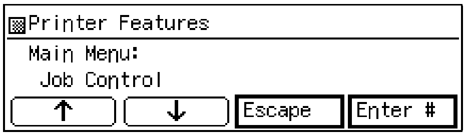
Accessing Printer Features

Follow these steps to setting the "I/O Timeout" in the "Job Control" as an example.

1 **Press 【User Tools】.**

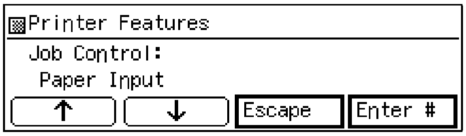
2 **Press 【4】 on the number keys.**

3 **Press [↑][↓] to display "Job Control", and then press [Enter #].**

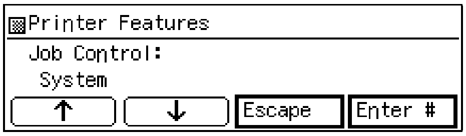

▨Printer Features
Main Menu:
Job Control

THYS851E

The following message appears on the panel display.


▨Printer Features
Job Control:
Paper Input

4 **Press [↑][↓] to display "System", and then press [Enter #].**


▨Printer Features
Job Control:
System

THYS851E

Note

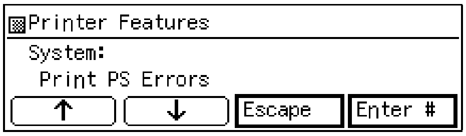
- ☐ If you specify the "Proof Print" and "Maintenance", change the setting by following the instructions on the panel display.
- ☐ **[Enter #]**: Press to apply the new settings and return to the previous menu.
- ☐ **[Escape]**: Press to return to the previous menu without changing any settings.

Reference

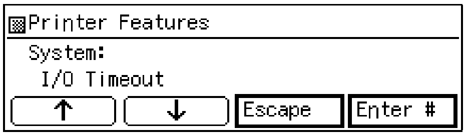
For information on the Network Setup, see P.11 *"Configuring the Printer for the Network with the Operation Panel"*.

For information on setting the List Print, see P.66 *"Printer Condition"*.

The following message appears on the panel display.

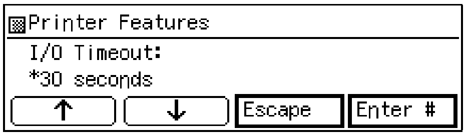

▨Printer Features
System:
Print PS Errors

5 **Press [↑][↓] to display "I/O Timeout", and then press [Enter #].**


▨Printer Features
System:
I/O Timeout

THYS851E

The following message appears on the panel display.

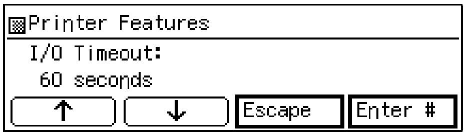

▨Printer Features
I/O Timeout:
*30 seconds

The numerical value appears on the display panel and you can specify it with step **7**.

Note

- ☐ "*"(asterisk) is displayed with the current setting.

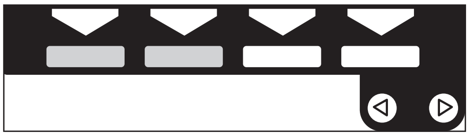
6 **Press [↑][↓] to select your desired value.**



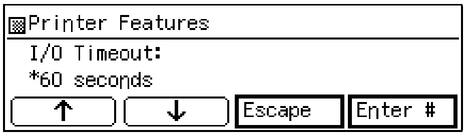
▨Printer Features

I/O Timeout:

60 seconds



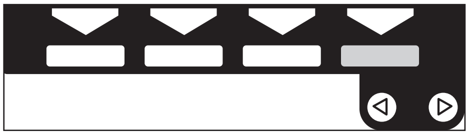
7 **Press [Enter #].**



▨Printer Features

I/O Timeout:

*60 seconds



Exiting from User Tools

1 **After changing the UserTools settings, go back to the User Tools main menu.**

2 **Press the 【User Tools】 key.**

Note

- ❒ You can also exit from the User Tools by press **[Exit]** on the User Tools main menu.

Printer Features Parameters

❖ Proof Print

Print File	Select a proof print file and print.
Delete File	Select a proof print file and delete.
Show Error Log	Shows the error log in the proof print job.

❖ Job Controlnaouji

Paper Input	Tray Priority	You can specify the default tray and paper size. Bypass Tray, Tray 1, Tray 2, Tray 3 **Note** ❒ Default: *Tray 1* ❒ Only the installed trays appear on the panel display. ❒ It is recommended that you load paper having the size and direction you frequently use in the tray selected with the "Tray Priority".
	Tray Locking	If you use several different kinds of paper, you can lock a tray to prevent printing on wrong paper. If you want to select a locked tray, specify the paper tray using the printer driver. Bypass Tray, Tray 1, Tray 2, Tray 3 **Note** ❒ Default: *None* ❒ Only the installed trays appear on the panel display. ❒ You can't lock multiple trays at once. ❒ When a locked tray is specified using the printer driver, the printer doesn't search for any other tray.
	Bypass Tray size	You can specify the paper size for the bypass tray. **Note** ❒ Default: *Letter* ❒ width:90mm(3.54 inch) to 297mm(11 inch) ❒ length:148mm(5.83 inch) to 432mm(17 inch)

Print Quality	Edge Smoothing	You can specify whether the Edge Smoothing feature is enabled. • On • Off **Note** ❒ Default: *On* ❒ If "Toner Saving" is "On", "Edge Smoothing" is ignored even if it is "On".
	Resolution	You can specify the print resolution in dots per inch. • 600dpi • 300dpi **Note** ❒ Default: *600dpi* ❒ The resolution specified with the printer driver overrides the one specified here.
	Toner Saving	You can specify whether or not the Toner Saving feature is enabled. • Off • On **Note** ❒ Default: *Off* ❒ If the "Toner Saving" is "On", the "EdgeSmoothing" is ignored even if it is "On".

System	Print PS Errors	You can specify whether the PS error sheet should be printed out. • On • Off **Note** ❐ Default: *Off* ❐ You can use this option only when the PostScript option is installed.
	I/O Timeout	You can specify for how many seconds your printer should wait before ending a print job. If data from other ports often appear in the middle of your print job, you should increase the timeout value. 15 seconds, 30 seconds, 60 seconds, 180 seconds, 300 seconds **Note** ❐ Default: *30 seconds*
	I/O Buffer	You can specify the size of I/O Buffer. Normally it is not necessary to change this setting. 16KB, 32KB, 64KB, 128KB, 256KB, 512KB, **Note** ❐ Default: *32KB*
PCL Menu	Orientation	You can specify the page orientation. • Portrait • Landscape **Note** ❐ Default: *Portrait*
	Form Lines	You can specify the number of lines per page. 5-128 **Note** ❐ Default: *60*(Inch version), *64*(Metric version)

PCL Menu	Font Source	You can specify the location of the default font. • Internal • Download **Note** ❒ Default: *Internal*
	Font Number	You can specify the ID for the default font you want to use. • 0 to 50 (for Internal) • 1 to 50 (for Download source) **Note** ❒ Default: *0 (for Internal)*
	Point Size	You can specify the value for the point size you want to use for the selected font. 4.00 to 999.75 by 0.25 **Note** ❒ Default: *12.00* ❒ This setting is effective only for a variable-space font.
	Font Pitch	You can specify the number of characters per inch you want to use for the selected font. 0.44 to 99.99 by 0.01 **Note** ❒ Default: *10.00* ❒ This setting is effective only for a fixed-space font.
	Symbol Set	You can specify the set of print characters for the selected font. The available options are as follows. Roman 8, ISO L1, ISO L2, ISO L5, PC-8, PC-8 DN, PC-850, PC-852, PC8TK, Win L1, Win L2, Desktop, PS Text, VN Intl, VN US, MS Publ, Math-8, PS Math, VN Math, Pifont, Legal, ISO 4, ISO 6, ISO 11, ISO 15, ISO 17, ISO 21, ISO 60, ISO 69, Win 3.0 **Note** ❒ Default: *Roman8*

❖ Network Setup

You can specify the network settings as follows.

- IP Address
- Subnet Mask
- Gateway Address
- Access Control Address
- Access Control Mask
- Network Boot
- Frame type NetWare
- Active Protocol

Reference

⇒ P.11 *"Configuring the Printer for the Network with the Operation Panel"*

❖ Maintenance

System Reset	You can initialize the printer.
Menu Reset	You can reset the menu settings to the factory defaults except the "Network Setup" settings.
Hex Dump	You can choose to print the Hex Dump or not. With this feature "On", all data sent to the printer is printed in hexadecimal character representation. • On • Off **Note** ❒ Default: *Off*

❖ List Print

The following are the List Print item that you can print.

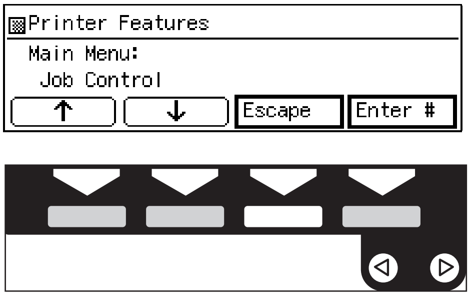
Config. Page	You can print the current configuration of your machine.
Menu List	You can print the Menu List which shows the function menu of this machine.
PCL Font List	You can print a installed PCL font.
PS Font List	You can print a installed PS font. **Note** ❒ It is able to print the PS Font List while the PS printer is using it.
Demo Page	You can Demo print which show the information of this machine.
Disk Directory	You can print the Disk Directory which shows the contents of the optional hard disk directory.

Specifying the Custom Paper Size for the Bypass Tray.

1 Press 【UserTools】.

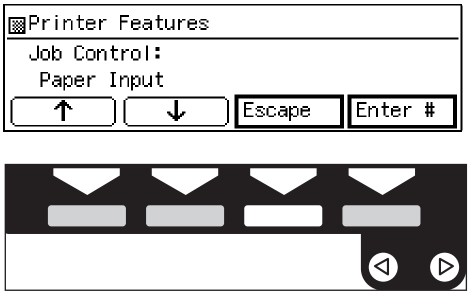
2 Press 【4】 on the number keys.

3 Press [↑][↓] until "Job Control" appears, and then press [Enter #].


Printer Features
Main Menu:
Job Control

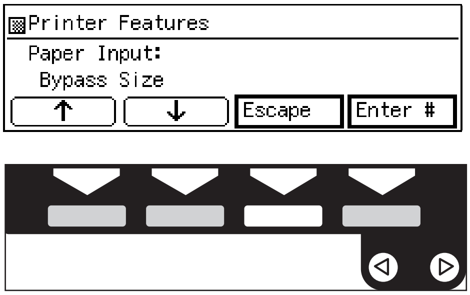
THYS851E

4 Press [↑][↓] until "Paper Input" appears, and then press [Enter #].


Printer Features
Job Control:
Paper Input

THYS851E

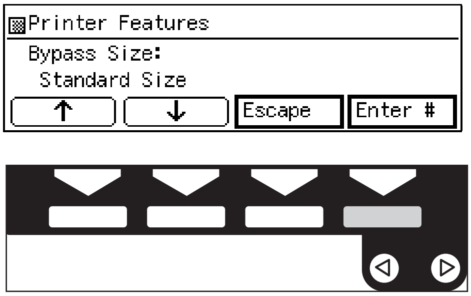
5 Press [↑][↓] until "Bypass Size" appears, and then press [Enter #].


Printer Features
Paper Input:
Bypass Size

THYS851E

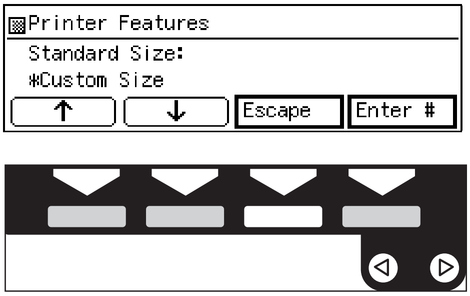
6 Specifying the Standard Size.

❶ After making sure that "Standard Size" is displayed, press [Enter #].


Printer Features
Bypass Size:
Standard Size

THYS620E

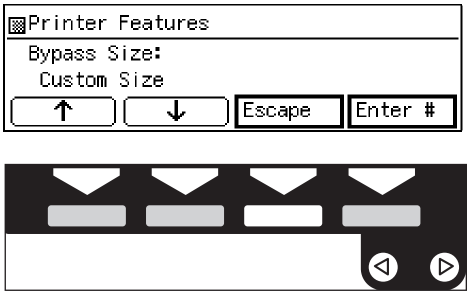
❷ Press [↑][↓] until "Custom Size" is displayed, and then press [Enter #].


Printer Features
Standard Size:
*Custom Size

THYS851E

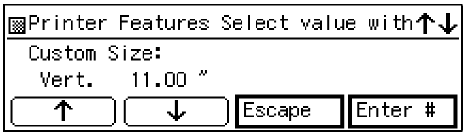
7 Specifying the Custom Size.

❶ Press [↑][↓] until "Custom Size" is displayed, press [Enter #].


Printer Features
Bypass Size:
Custom Size

THYS851E

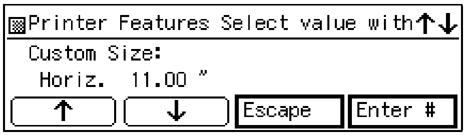
❷ **Press [↑][↓] to set the Vert value, and then press [Enter #].**



```
▨Printer Features Select value with↑↓
 Custom Size:
  Vert.   11.00 "
 [ ↑ ][ ↓ ][Escape][Enter #]
```

THYS851E

❸ **Press [↑][↓] to set the Horiz value, and then press [Enter #].**



```
▨Printer Features Select value with↑↓
 Custom Size:
  Horiz.  11.00 "
 [ ↑ ][ ↓ ][Escape][Enter #]
```

THYS851E

Printer Condition

We recommend that you to print the Configuration Page and check its settings, before changing settings of your machine.

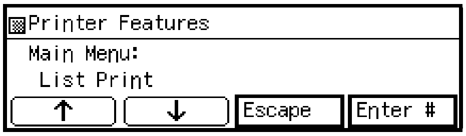
The following example describes how to print a "Configu.Page".

Follow these steps to print the Configuration Page:

1 Press【User Tools】.

2 Press【4】on the number keys.

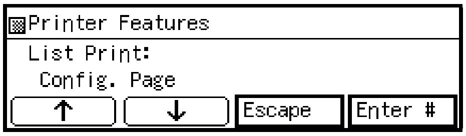
3 Press [↑][↓] until "List Print" appears, and then press [Enter #].



```
▨Printer Features
 Main Menu:
  List Print
 [ ↑ ][ ↓ ][Escape][Enter #]
```

THYS851E

The following message appears on the panel display.



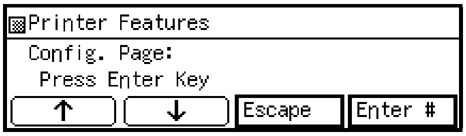
```
▨Printer Features
 List Print:
  Config. Page
 [ ↑ ][ ↓ ][Escape][Enter #]
```

4 After making sure that, "Config.Page" on display, press [Enter #].

Note

- ❒ You can specify the Print List items on the panel display.

The following message appears on the panel display.



```
▨Printer Features
 Config. Page:
  Press Enter Key
 [ ↑ ][ ↓ ][Escape][Enter #]
```

5 Press [Enter #].

This starts printing the Configuration Page.

Printing with the Operation Panel

Using the Proof Print

Use this function to print only one copy of a multiple copy print job. The other copies are saved on the optional hard disk. The saved job can be printed from the machine's operation panel.

Limitation

- ❒ To use this function, the optional hard disk must be installed on your printer.

Note

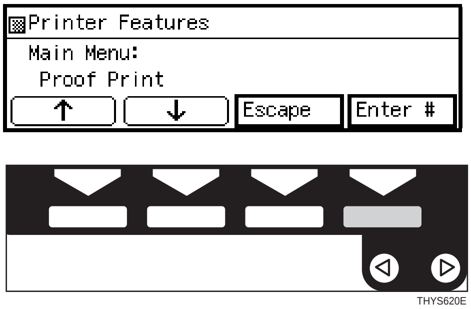
- ❒ If the application has a collate option, make sure that it is not selected before sending a print job. By default, proof print jobs are automatically collated by the printer driver. If the collate option is selected from the application print dialog box, more copies than intended may be printed.
- ❒ You can identify the file you want to print by the User IDs and the time when the job was stored.
- ❒ Up to 30 jobs or 2,000 pages can be sent to the printer for this function.

Printing a Proof Print File

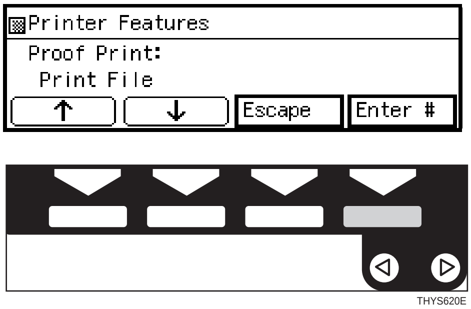
1 **Press the 【User Tool】 key of the machine's operation panel.**

2 **Press 【4】 on the number keys.**

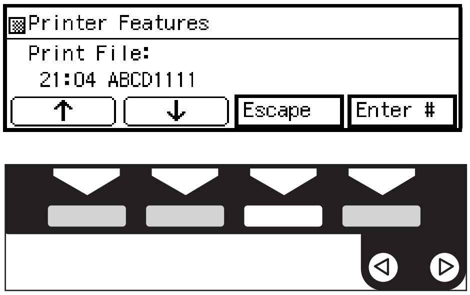
3 **After making sure that "Proof Print" is displayed, press [Enter #].**


Printer Features
Main Menu:
Proof Print

4 **After making sure that "Print File" is displayed, press [Enter #].**

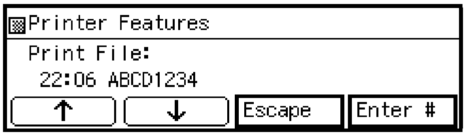

Printer Features
Proof Print:
Print File

5 Press [↑][↓] to display a file you want to print, and then press [Enter #].


Printer Features
Print File:
21:04 ABCD1111

THYS851E

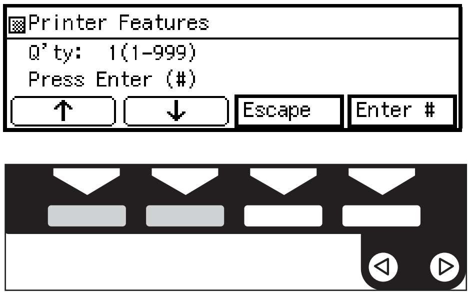
The following message appears on the panel display.


Printer Features
Print File:
22:06 ABCD1234

6 Press [↑][↓] to set the number of copies.

Note

- ❒ You can set the number of copies up to 999.


Printer Features
Q'ty: 1(1-999)
Press Enter (#)

THYS850E

7 Press [Enter #].

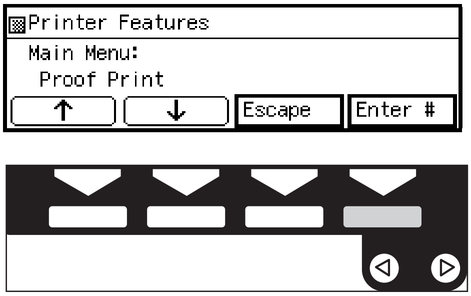
Deleting a Proof Print File

If the printed document is not what you expect, you can delete the proof print file. You can then revise them and print again until the settings become OK.

1 Press the 【User Tool】 key of the machine's operation panel.

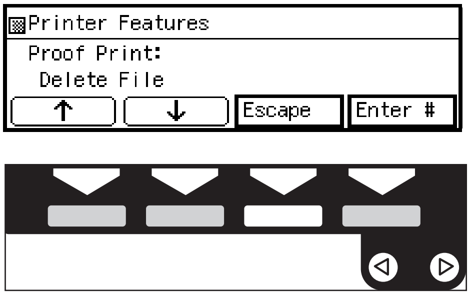
2 Press 【4】 on the number keys.

3 After making sure that "Proof Print" is on the display, press [Enter #].


Printer Features
Main Menu:
Proof Print

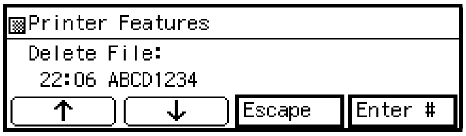
THYS620E

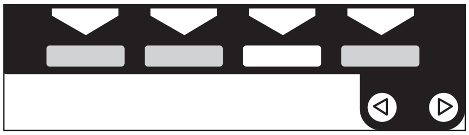
4 Press [↑][↓] until "Delete File" appears, and then press [Enter #].


Printer Features
Proof Print:
Delete File

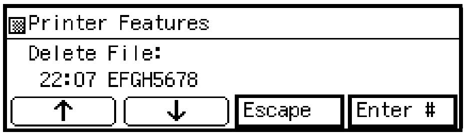
THYS851E

5 **Press [↑][↓] to display the file you want to delete, and then press [Enter #].**

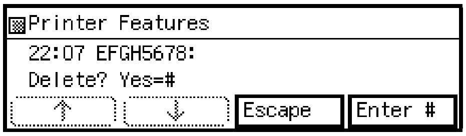

▨Printer Features
Delete File:
22:06 ABCD1234

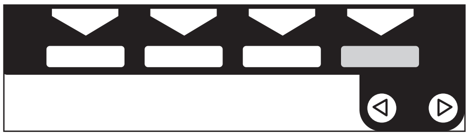


The following message appears on the panel display.


▨Printer Features
Delete File:
22:07 EFGH5678

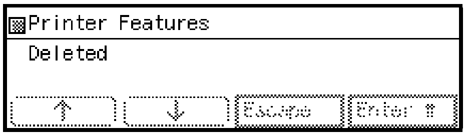
6 **Press [Enter #].**


▨Printer Features
22:07 EFGH5678:
Delete? Yes=#



7 **Press [Enter #].**

This starts deleting a proof print file after the following message appears on the panel display.

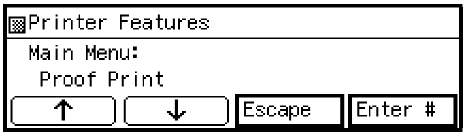

▨Printer Features
Deleted

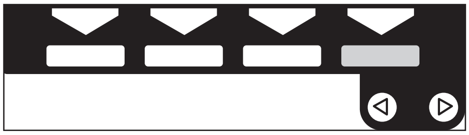
Checking the Error Log

1 **Press the 【User Tool】 key of the machine's operation panel.**

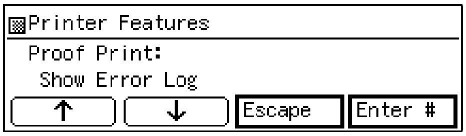
2 **Press 【4】 on the number keys.**

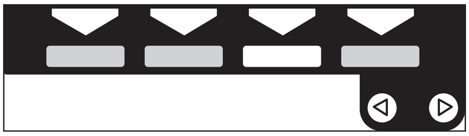
3 **After making sure that “Proof Print” is on the display, press [Enter #].**


▨Printer Features
Main Menu:
Proof Print

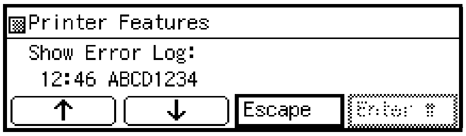


4 **Press [↑][↓] until “Show Error Log” appears, and then press [Enter #].**


▨Printer Features
Proof Print:
Show Error Log



The following message appears on the panel display.


▨Printer Features
Show Error Log:
12:46 ABCD1234

Note

- ☐ You can check the other error log by using **[↑][↓]**.
- ☐ Press **[Escape]** to return to the previous menu.

8. Appendix

Specifications

This section contains the electrical and hardware specifications for your printer, including the information on the options.

Component	**Specification**
Resolution	600 dpi ; PCL5e, PCL6, PostScript 300 dpi ; PCL5e, PostScript
Printing Speed	18 pages per minute (A4▭, $8^1/_2$" × 11"▭)
Parallel Interface	**IEEE1284B** **Note** ❒ Do not use a parallel cable that is longer than 3 meters (10 feet).
	Centronics : Bi-directional parallel port (IEEE 1284 compliant)
Page description language	PCL5e , PCL6, PostScript 3 (option)
Fonts	PCL 45 Font sets PostScript 136 Font sets (option)
Hard Disk (option)	**Storage capacity :** 1.6GB or more
Memory	**Standard :** 16 MB **Optional SDRAM module :** Up to 80 MB
Operation System Supported by this printer	Windows 95/98 Windows NT4.0 Windows 3.1x Macintosh (required the PostScript option)
Network (option)	**Topology :** Ethernet 10BASE-T/100BASE-TX
	Protocol : IPX/SPX, NetBEUI, TCP/IP, AppleTalk

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Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Caution (in case of 100BaseTX environment):

Properly shielded and grounded cables (STP) and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.

Declaration of Conformity

Product Name: Printer
Model Number: B3058637
Responsible party: Ricoh Corporation
Address: 5 Dedrick Place, West Caldwell, NJ 07006
Telephone number: 973-882-2000
This device complies with part 15 of FCC Rules.
Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. this device must accept any interference received,

including interference that may cause undesired operation.

Properly shielded cables must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.

Network interface cable with ferrite core must be used for RF interference suppression.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

| means POWER ON.

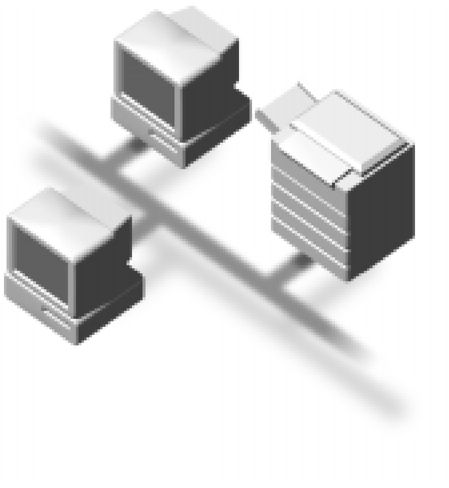
○ means POWER OFF.

PRINTER Option Type 185 OPERATING INSTRUCTIONS

Printed in The Netherlands
UE (USA) B305-8637

Network Interface Board Type185–E (Option)

OPERATING INSTRUCTIONS



Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

Introduction

To get maximum use from this machine, all operators should carefully read and follow the instructions in this manual.

Please read the Safety Information in the “Copy Reference” that comes with the printer before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Note

The names of the applications do not appear in the following pages. Confirm which applications you will be using before reading this manual.

Descriptions in this manual	Application
PRINTER MANAGER FOR ADMINISTRATOR	Aficio Manager for Admin
PRINTER MANAGER FOR CLIENT	Aficio Manager for Client

Software Versions Conventions Used in this Manual

- NetWare3.x means NetWare 3.11, 3.12 and 3.2.
- NetWare4.x means NetWare 4.1, 4.11 and IntranetWare.

Trademarks

Apple, AppleTalk, EtherTalk, LaserWriter, Macintosh are registered trademarks of Apple Computer, Inc.

Ethernet is a registered trademark of Xerox Corporation.

Microsoft, Windows, Windows NT are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Netscape, Netscape Navigator are registered trademarks of Netscape Communications Corporation.

Novell, NetWare, Client32, NDS are registered trademarks of Novell, Inc.

PostScript is a registered trademark of Adobe Systems, Incorporated.

Sun is a registered trademark of Sun Microsystems, Inc.

SunOS is a trademark of Sun Microsystems, Inc.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

Note

The proper names of the Windows operating systems are as follows:

- Microsoft Windows 95 operating system
- Microsoft Windows 98 operating system
- Microsoft Windows for Workgroups operating system Version 3.11
- Microsoft Windows NT Server network operating system Version 4.0
- Microsoft Windows NT Workstation operating system Version 4.0

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1. Windows 95/98 Configuration

2. Windows NT 4.0 Configuration

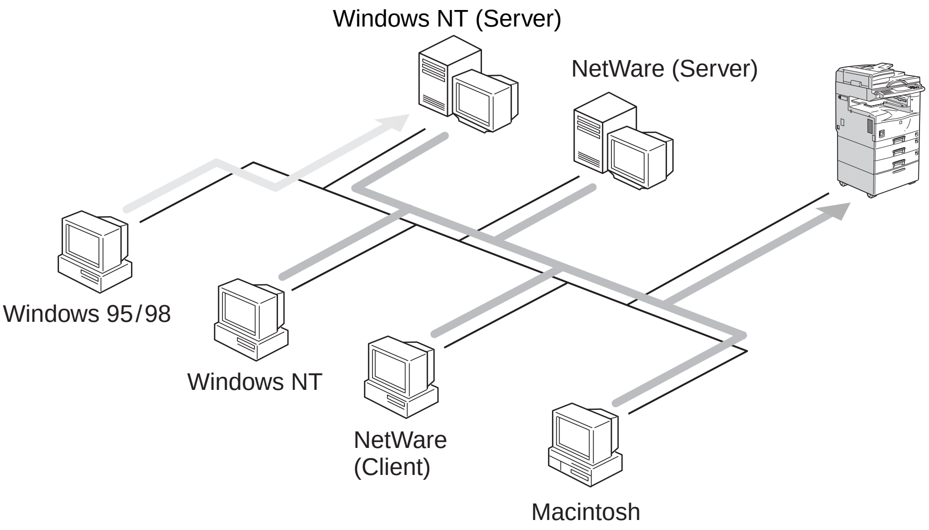
3. NetWare Configuration

4. Macintosh Configuration

5. Appendix

Introduction

This manual contains detailed instructions on configuring your printer for using as a network printer. The actual procedures may differ depending on your network environment. Use the procedures for your network environment.



Important

- ❒ The procedures written in this manual assume that you are a network administrator. If you aren't, be sure to consult your network administrator before configuration.

Reference

Refer to the manual that comes with the printer for information on physically installing the Network Interface Board and cabling.

Refer to the manual that comes with the printer for information on configuring the Network Interface Board with the Operation panel.

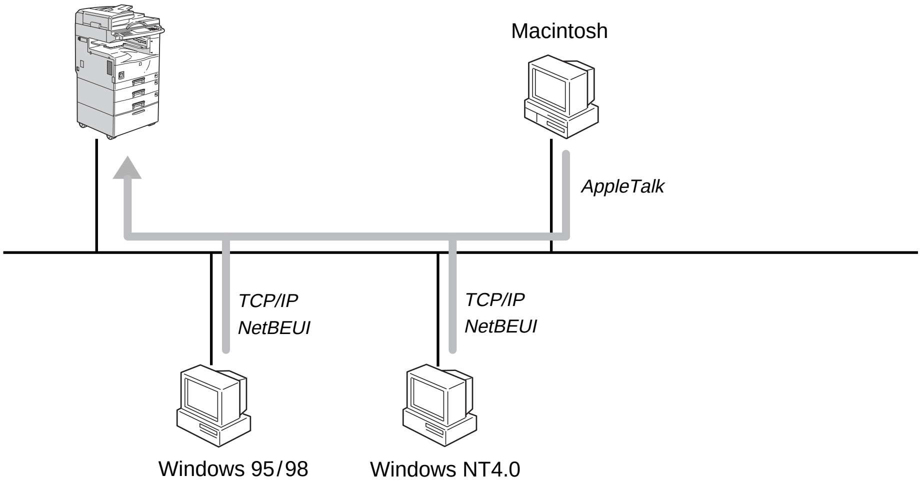
❖ Features

- Support for 100BASE-TX and 10BASE-T
- The Network Interface Board is compatible with NetWare (IPX/SPX), Windows NT (TCP/IP, NetBEUI), Windows 95/98 (TCP/IP, NetBEUI) , and Macintosh (AppleTalk) protocols. This allows you to use the printer in a network that uses different protocols and operating systems.
- A computer used as dedicated print server is not required, because the Network Interface Board can be configured as a NetWare print server.
- The Network Interface Board can connect the printer to the network without requiring its own power supply because the Network Interface Board is installed inside the printer.

Setting Up the Printer in a Network

Printing without Using a Print Server

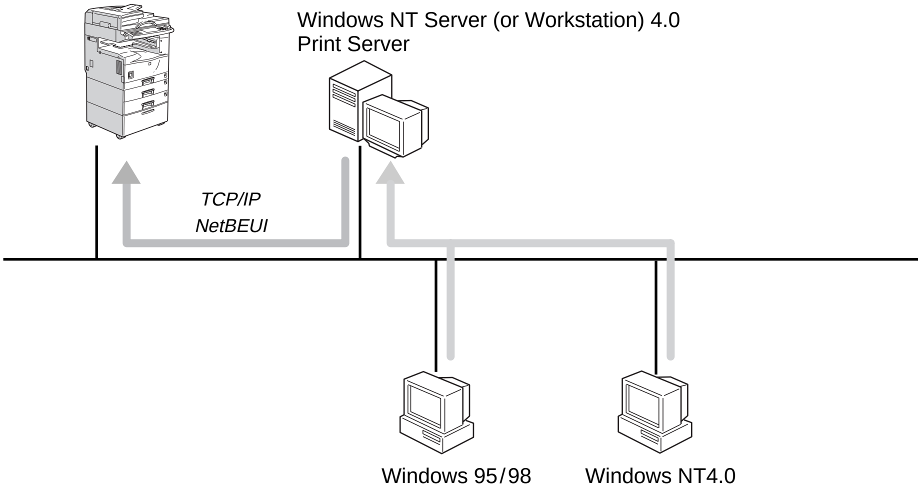
You don't have to use a print server. The actual procedure differs depending on your operating system.



- Windows 95/98⇒ P.7
- Windows NT 4.0⇒ P.15
- Macintosh⇒ P.49

Printing with a Windows NT Print Server

When Windows NT Server or Workstation is the operating system being used on the print server, TCP/IP or NetBEUI protocols are used.



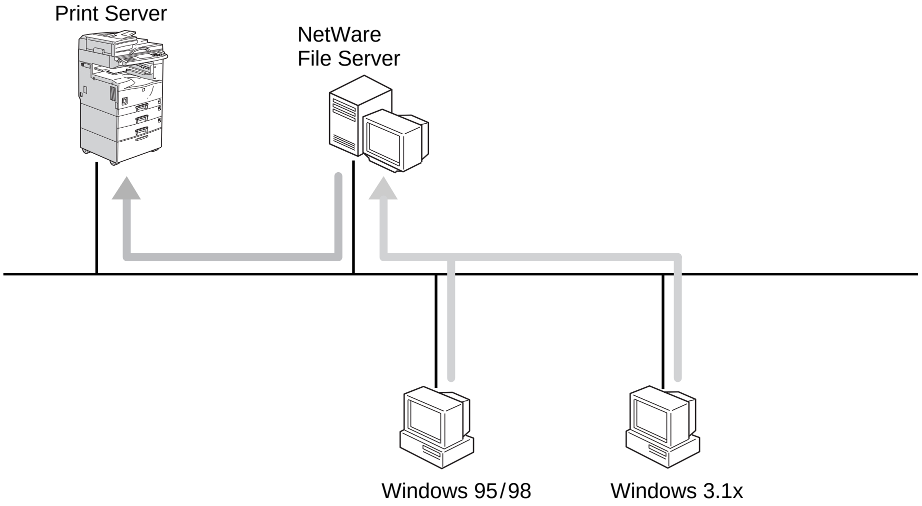
Note

- ❒ For instructions on setting up TCP/IP or NetBEUI in a Windows NT environment, refer to P.15 *"Preparing for a Network Connection"*.
- ❒ Client setup instructions are different for each type of Windows OS.
  - Windows 95/98⇒ P.23
  - Windows NT 4.0⇒ P.24

Printing as a NetWare Print Server

The Network Interface Board allows you to set up your printer in a NetWare environment as either a print server or a remote printer. A dedicated NetWare print server is not required. If a dedicated print server is being used, your printer should be configured as a remote printer.

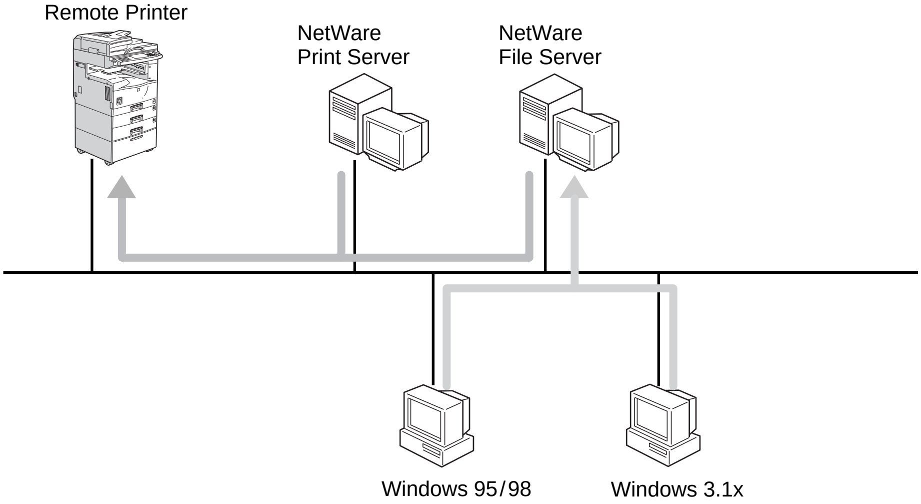
❖ Configure as Print Server



Note

- ❒ The actual procedures for configuring your printer may differ depending on the version of NetWare.
    - NetWare 3.x⇒ P.32
    - NetWare 4.x, 5⇒ P.38
- ❒ The actual procedures for configuring your client computer may differ depending on the operating system.
    - Windows 95/98⇒ P.45
    - Windows 3.1x⇒ P.46

❖ Configure as Remote Printer



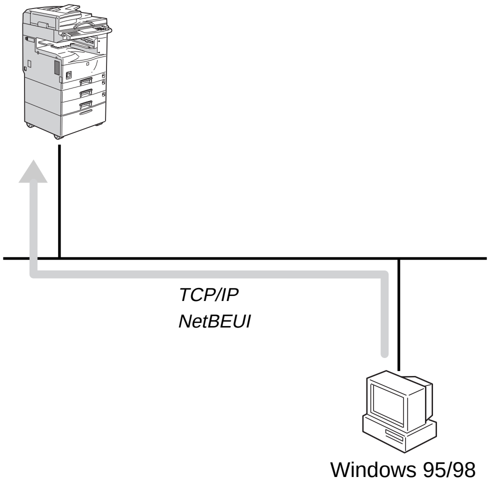
Note

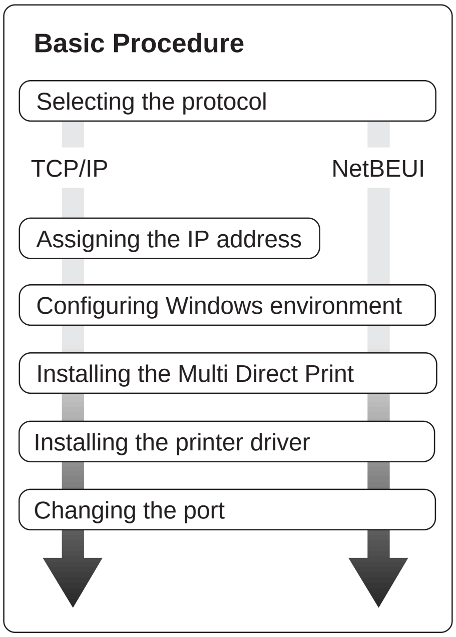
- ❒ The actual procedures for configuring your printer may differ depending on the version of NetWare.
  - NetWare 3.x⇒ P.35
  - NetWare 4.x, 5⇒ P.41
- ❒ The actual procedures for configuring your client computer may differ depending on the operating system.
  - Windows 95/98⇒ P.45
  - Windows 3.1x⇒ P.46

1. Windows 95/98 Configuration

You can use your printer as a network printer with Windows 95 and Windows 98 using the Multi Direct Print application, and TCP/IP or NetBEUI protocols. This chapter explains how to configure your printer and Windows.

Configuring Windows 95/98




Basic Procedure
Selecting the protocol
TCP/IP
NetBEUI
Assigning the IP address
Configuring Windows environment
Installing the Multi Direct Print
Installing the printer driver
Changing the port

Preparation

The Multi Direct Print Application supports the TCP/IP protocol and the NetBEUI protocol. Consult the network administrator before selecting the protocol.

Limitation

❒ When you use the NetBEUI protocol, you cannot print to a printer which is located on the other side of a router.

Note

❒ You can use both TCP/IP and NetBEUI protocols in a computer. To use both protocols you must first install them.

Preparing to Use the TCP/IP Protocol for Printing

To use the TCP/IP protocol to print, the network must be configured as described below.

Configuring the Printer

Configure your printer to use the TCP/IP protocol.

- Confirm that the TCP/IP protocol is set to be active. (The factory default is active)
- Assign an IP address and make other settings required for using the TCP/IP protocol.

Reference

For more information on how to make the above settings, refer to the Operating Instructions for your printer.

If DHCP is used to assign IP addresses, refer to P.82 *"When Using DHCP"*.

Note

❒ After setting the IP address, use the PING command to confirm that it has been set correctly.

① Click **[Start]**, point to **[Programs]**, and then click **[MS-DOS Prompt]**.

② Input the following. (Example IP address is 192.168.15.16)

```
C:> ping 192.168.15.16
```

If the address has been configured correctly, the following message appears.

```
Reply from 192.168.15.16 : bytes=32 time<10ms TTL=32
```

If the address has been configured incorrectly, the following message appears.

```
Request timed out.
```

Configuring a Windows 95/98 computer

Follow these steps to configure a Windows 95/98 computer to use the TCP/IP protocol.

1 Double-click the [Network] icon of [Control Panel], and confirm that "TCP/IP" is in the [The following network components are installed] box of [Configuration] tab.

Note

❒ If TCP/IP is not installed, click **[Add]** of **[Configuration]** tab, and install it. For more information, refer to the Windows 95/98 online help.

2 Configure the TCP/IP protocols with the appropriate IP address, subnet mask and other settings.

Confirm with the network administrator that the settings are correct.

Preparing to Use the NetBEUI Protocol for Printing

To use the NetBEUI protocol to print, the network must be configured as described below.

Configuring the Printer

Configure your printer to use the NetBEUI protocol.

- Confirm that the NetBEUI protocol is set to be active. (The factory default is active.)

Reference

For more information on how to make the above settings, refer to the Operating Instructions for your printer.

Configuring a Windows 95/98 computer

Install the NetBEUI protocol into a Windows 95/98 computer, and configure NetBEUI as the default protocol.

1 Double-click the [Network] icon in the [Control Panel], and confirm that “NetBEUI” is in the [The following network components are installed] list of [Configuration] tab.

Note

❒ If NetBEUI is not installed, click **[Add]** of **[Configuration]** tab, and install it. For more information, refer to the Windows 95/98 online help.

2 Configure the NetBEUI protocol as the default protocol. Click the [Configuration] tab, select “NetBEUI” in the [The following network components are installed] list, and click [Properties]

3 Click the [Advanced] tab, select [Set this protocol to be the default protocol], and click [OK].

4 Click [OK], to close the [Network] dialog.

5 After confirming the message to restart, click [Yes].

Installing the Multi Direct Print Application

Follow these instructions to install Multi Direct Print.

Preparation

You must restart the computer after installing Multi Direct Print. Be sure to close all applications before beginning the installation process.

Note

- ❒ You must install Multi Direct Print and the appropriate printer driver in order to print. If you print, using the TCP/IP protocol, to be able to browse the printer via the network, PRINTER MANAGER FOR CLIENT (⇒refer to the inside of the front cover of this manual) needs to be installed. If the installer starts automatically with the AutoRun program, you can install both of these programs. For more information on how to install these programs, refer to the Operating Instructions for your printer.

1 Insert the CD-ROM that comes with the printer into your computer's CD-ROM drive.

Note

- ❒ If the installer starts automatically, you can use it to install Multi Direct Print, and set up the printer driver, and then go to procedure **6**.

2 Open [Control Panel], and double click the [Add/Remove Programs] icon.

3 In the [Install/Uninstall] tab, click [Install].

4 Click [Next >].

5 Input the name of the CD-ROM drive in the [Command line for installation program] box, followed by ":\NETWORK\MDP\DISK1\SETUP" (do not include the quotation marks), and then click [Finish].

Note

- ❒ An example would be "D:\NETWORK\MDP\DISK1\SETUP" when the drive letter is "D".

6 After the [Welcome] dialog appears, click [Next >].

7 After the [Setup Complete] dialog appears, click [Yes, I want to restart my computer now.], and click [Finish].

The computer restarts, and Multi Direct Print can now be used. If you select "No", be sure to restart the computer manually before launching Multi Direct Print for the first time.

Go to P.11 *"Setting Up the Printer Driver"* after the computer restarts.

Setting Up the Printer Driver

Using Multi Direct Print to print is not possible until the printer driver is installed and the correct port selected.

Preparation

The target printer must be turned on before starting the installation process.

1 Install the printer drivers.

If the printer drivers have already been installed, you can proceed to the next step.

Reference

For more information, refer to the Operating Instructions for your printer.

Note

- ❒ Any port can be selected during the installation, however, LPT1 is recommended.

2 In the [Printers] window, highlight the icon of the printer you want to use by clicking it. On the [File] menu, click [Properties].

3 Click the [Details] tab, and then click [Add Port].

4 In the [Add Port] box, click [Other], and select [RICOH Multi Direct Print] by clicking it, and then click [OK]

The **[Select Printer]** dialog appears, and the printers which can print with TCP/IP are displayed.

Limitation

- ❒ If PRINTER MANAGER FOR CLIENT is not installed in your computer, printers which can print with TCP/IP are not displayed.

Note

- ❒ The printers which have replied to a broadcast from the computer are listed here. To print to a printer that is not on this list, or to directly input the port name, highlight **[New Printer]** by clicking it, and click **[Next >]**, and then input the port name with procedure **7**.

5 To print using the NetBEUI protocol, click [NetBEUI].

6 Select the printer you want to use by clicking it, and click [Next >].

Reference

If you want to know more about a particular item in the dialog, refer to P.53 *"Multi Direct Print"*.

Note

❒ You can identify the "Printer Name" and "Address" on the "configuration page" printed by the printer.

7 Confirm that the Port name of the printer is correct, and click [Next >].

If you did not select a printer with procedure 6, you must enter the Port name.

Inputting the Port name for use with the TCP/IP protocol

❶ Input the IP address of the Network Interface Board into the [IP address] box.

You can input the host name or a domain name instead of an IP address into the **[Host Name]** box.

Limitation

❒ You cannot use a host name that begins with "%%".

Note

❒ When you use DHCP to assign IP addresses to Network Interface Boards, you can use a printer name (Current Hostname on the network configuration page) as the host name.

Inputting the port name for use with the NetBEUI protocol

❶ Print a configuration page, and confirm the Network path name.

Reference

For information on printing a configuration page, refer to the Operating Instructions for your printer.

❷ Input the printer's Network path name in form of "%%Computer name \Share name". Do not input "\\" as head characters but "%%".

8 Confirm the port name in the [Port Name] box, and click [Finish].

9 Confirm that the port name is displayed in the [Print to the following port] box, and click [OK].

Configuration is complete.

When you print, the printing procedure is no different. When you select the printer configured here, the computer automatically uses Multi Direct Print.

Uninstalling the Multi Direct Print Application

1. **Open [Control Panel], and double click the [Add/Remove Programs] icon.**

2. **With [Install/Uninstall] tab, select [RICOH Multi Direct Print] by clicking it, and click [Add/Remove].**

3. **After a confirmation message appears, click [Yes].**

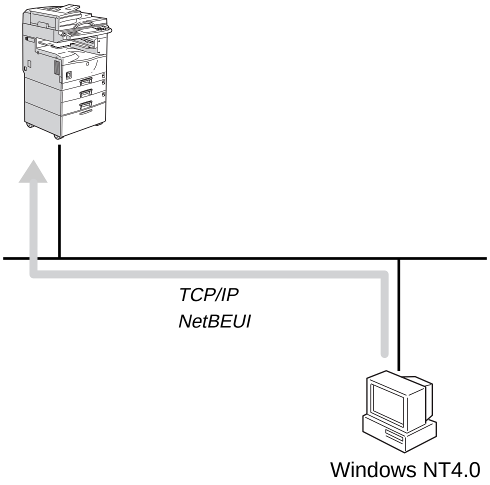
   UninstallShield removes all of the components of the Multi Direct Print application.

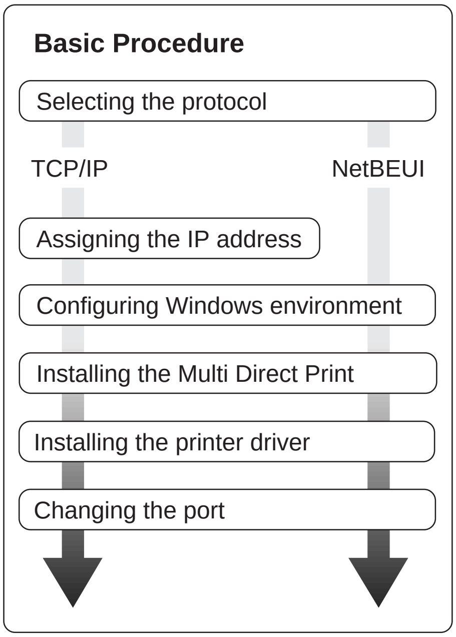
4. **When the uninstallation is complete, restart the computer.**

2. Windows NT 4.0 Configuration

You can use your printer as a network printer with Windows NT 4.0 using the Multi Direct Print application, and TCP/IP or NetBEUI protocols. This chapter explains how to configure your printer and Windows NT.

Preparing for a Network Connection




Basic Procedure
Selecting the protocol
TCP/IP
NetBEUI
Assigning the IP address
Configuring Windows environment
Installing the Multi Direct Print
Installing the printer driver
Changing the port

Preparation

The Multi Direct Print Application supports the TCP/IP protocol and the NetBEUI protocol. Consult the network administrator before selecting the protocol.

Limitation

❒ When you use the NetBEUI protocol, you cannot print to a printer which is located on the other side of a router.

Note

❒ You can use both TCP/IP and NetBEUI protocols in a computer. To use both protocols you must first install them.

Preparing to Use the TCP/IP Protocol for Printing

Follow these instructions to configure the Network Interface Board and Windows NT to use the TCP/IP protocol.

Configuring the Printer

Configure your printer to use the TCP/IP protocol.

- Confirm that the TCP/IP protocol is set to be active. (The factory default is active)
- Assign an IP address and make other settings required for using the TCP/IP protocol.

Reference

For more information on how to make the above settings, refer to the Operating Instructions for your printer.

If DHCP is used to assign IP addresses, refer to P.82 *"When Using DHCP"*.

Note

❒ After setting the IP address, use the PING command to confirm that it has been set correctly.

① Click **[Start]**, point to **[Programs]**, and then click **[Command Prompt]**.

② Input the following. (Example IP address is 192.168.15.16)

```
C:> ping 192.168.15.16
```

If the address has been configured correctly, the following message appears.

```
Reply from 192.168.15.16 : bytes=32 time<10ms TTL=32
```

If the address has been configured incorrectly, the following message appears.

```
Request timed out.
```

Configuring a Windows NT Computer

Follow these steps to configure a Windows NT to use the TCP/IP protocol.

1. **Double-click the [Network] icon of [Control Panel], and confirm that "TCP/IP Protocol" is in the [Network protocols] box of the [Protocols] tab.**

   Note

   ❒ If the TCP/IP protocol is not installed, click **[Add]** in the **[Protocols]** tab, and install it. For more information, refer to the Windows NT online help.

2. **Configure the TCP/IP protocols with the appropriate IP address, subnet mask and other settings.**

   Confirm with the network administrator that the settings are correct.

3. **Click the [Services] tab, and confirm that the "Microsoft TCP/IP Printing" is installed.**

   If "Microsoft TCP/IP Printing" is not installed, click **[Add]** in the **[Services]** tab, and install it. For additional help in installing and configuring network services, refer to the Windows NT online help.

Preparing to Use the NetBEUI Protocol for Printing

Follow these instructions to configure the Network Interface Board and Windows NT to use the NetBEUI protocol.

Configuring the Printer

Configure your printer to use the NetBEUI protocol.

- Confirm that the NetBEUI protocol is set to be active. (The factory default is active.)

Reference

For more information on how to make the above settings, refer to the Operating Instructions for your printer.

Configuring a Windows NT Computer

Install the NetBEUI protocol into a Windows NT computer, and enter the LAN adapter number (Lana Number).

1 Double-click the [Network] icon in the [Control Panel], and confirm that "NetBEUI Protocol" is in the [Network protocols] box of the [Protocols] tab.

Note

❒ If the NetBEUI protocol is not installed, click **[Add]** in the **[Protocols]** tab, and install it. For more information, refer to the Windows NT online help.

2 Change the Lana Number. Click the [Services] tab, select the [NetBIOS interface] of the [Network Services] box , and click [Properties].

3 Select the Lana Number corresponding [Nbf protocol] of the [Network route] headline, and click [Edit].

4 Input "0" as the Lana Number.

Note

❒ If the other protocol's Lana Number is configured with "0", you must change the Lana Number a number other than "0".

5 Click [OK].

6 Click [close], and close the [Network] dialog.

7 After confirming the message for restart, click [Yes].

Note

❒ When you change the Lana Number, You must restart.

Installing the Multi Direct Print Application

Follow these instructions to install Multi Direct Print.

Preparation

You must restart the computer after installing Multi Direct Print. Be sure to close all applications before beginning the installation process.

Note

❒ You must install Multi Direct Print and the appropriate printer driver in order to print. If you print, using the TCP/IP protocol, to be able to browse the printer via the network, PRINTER MANAGER FOR CLIENT (⇒refer to the inside of the front cover of this manual) needs to be installed. If the installer starts automatically with the AutoRun program, you can install both of these programs. For more information on how to install these programs, refer to the Operating Instructions for your printer.

❒ To install this software you must be logged on as a member of the Administrators group.

1 Insert the CD-ROM that comes with the printer into your computer's CD-ROM drive.

Note

❒ If the installer starts automatically, you can use it to install Multi Direct Print, and set up the printer driver, and then go to procedure 6.

2 Open [Control Panel], and double click the [Add/Remove Programs] icon.

3 In the [Install/Uninstall] tab, click [Install].

4 Click [Next >].

5 Input the name of the CD-ROM drive in the [Command line for installation program] box, followed by ":\NETWORK\MDP\DISK1\SETUP" (do not include the quotation marks), and then click [Finish].

Note

❒ An example would be "D:\NETWORK\MDP\DISK1\SETUP" when the drive letter is "D".

6 After the [Welcome] dialog appears, click [Next >].

7 After the [Setup Complete] dialog appears, click [Yes, I want to restart my computer now.], and click [Finish].

The computer restarts, and Multi Direct Print can now be used. If you select "No", be sure to restart the computer manually before launching Multi Direct Print for the first time.

Go to P.11 *"Setting Up the Printer Driver"* after the computer restarts.

Setting Up the Printer Driver

Using Multi Direct Print to print is not possible until the printer driver is installed and the correct port is selected.

Preparation

The target printer must be turned on before starting the installation process.

1 Install the printer drivers.

If the printer drivers have already been installed, you can proceed to the next step.

Reference

For more information, refer to the Operating Instructions for your printer.

Note

❒ Any port can be selected during the installation, however, LPT1 is recommended.

2 In the [Printers] window, highlight the icon of the printer you want to use by clicking it. On the [File] menu, click [Properties].

3 Click the [Ports] tab, and click [Add Port].

4 In the [Available Printer Ports] box, highlight [RICOH Multi Direct Print] by clicking it, and then click [New Port].

The **[Select Printer]** dialog appears, and the printers which can print with TCP/IP are displayed.

Limitation

❒ If PRINTER MANAGER FOR CLIENT is not installed in your computer, printers which can print with TCP/IP are not displayed.

Note

❒ The printers which have replied to a broadcast from the computer are listed here. To print to a printer that is not on this list, or to directly input the port name, highlight **[New Printer]** by clicking it, and click **[Next >]**, and then input the port name with procedure **7**.

5 To print using the NetBEUI protocol, click [NetBEUI].

6 Select the printer you want to use by clicking it, and click [Next >].

Reference

If you want to know more about a particular item in the dialog, refer to P.53 *"Multi Direct Print"*.

Note

- ❒ You can identify the "Printer Name" and "Address" on the "configuration page" printed by the printer.

7 Confirm that the Port name of the printer is correct, and click [Next >].

If you did not select a printer with procedure 6, you must enter the Port name.

Inputting the Port name for use with the TCP/IP protocol

❶ Input the IP address of the Network Interface Board into the [IP address] box.

You can input the host name or a domain name instead of an IP address into the **[Host Name]** box.

Limitation

- ❒ You cannot use a host name that begins with "%%".

Note

- ❒ When you use DHCP to assign IP addresses to Network Interface Boards, you can use a printer name (Current Hostname on the network configuration page) as the host name.

Inputting the port name for use with the NetBEUI protocol

❶ Print a configuration page, and confirm the Network path name.

Reference

For information on printing a configuration page, refer to the Operating Instructions for your printer.

❷ Input the printer's Network path name in form of "%%Computer name \Share name". Do not input "\\" as head characters but "%%".

8 Confirm the port name in the [Port Name] box, and click [Finish].

9 In the [Printer Ports] dialog, click [Close].

10 Confirm that the port name is displayed in the [Print to the following port(s)] box and ✓ mark is inside the check box. And then click [OK].

Configuration is complete.

When you print, the printing procedure is no different. When you select the printer configured here, the computer automatically uses Multi Direct Print.

Uninstalling the Multi Direct Print Application

1. **Open [Control Panel], and double click the [Add/Remove Programs] icon.**

2. **In the [Install/Uninstall] tab, select the [RICOH Multi Direct Print] by clicking it, and click [Add/Remove].**

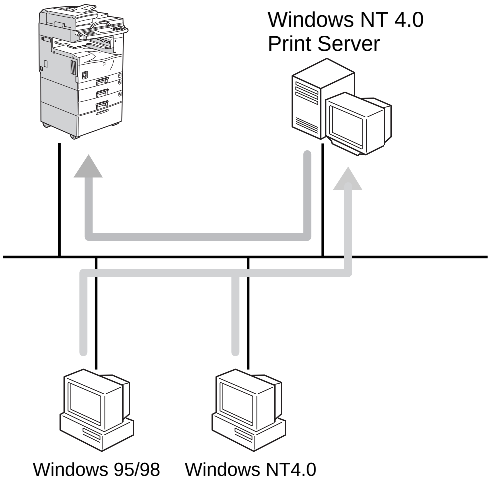
3. **After a confirmation message appears, click [Yes].**

   UninstallShield removes all of the components of the Multi Direct Print application.

4. **When the uninstallation is complete, restart the computer.**

Setting up a Client Computer

This section describes the procedures for setting up a client in a network that uses Windows NT Server or Windows NT Workstation as a print server.



Note

- ❒ Explanation of this section assumes that the client has already been configured to communicate with a Windows NT print server. Do not proceed with the following instructions until the client has been set up and configured correctly.

Windows 95/98

To print from Windows 95/98, you must install the printer driver and change the printer port to the print server.

1 Install the printer driver as a local printer.

Reference

For more information, refer to the Operating Instructions for your printer.

Note

- ❒ Any port can be selected during the installation, however, LPT1 is recommended.

2 Click [Start], point to [Settings], and then click [Printers].

3 Select the icon of the printer you want to use by clicking it. On the [File] menu, click [Properties].

4 Click the [Details] tab, and click [Add Port].

5 Click [Network], and click [Browse].

6 On the network tree, double-click the name of the computer used as the print server.

The printers attached to the network are displayed.

7 Select the name of the printer you want to use by clicking it, and click [OK].

8 Click [OK].

9 Confirm that the port name is displayed in the [Print to the following port] box, and click [OK].

Windows NT 4.0

Use the **[Printers]** window to set up the printer.

1 Click [Start], point to [Settings], and then click [Printers].

2 Double-click the [Add Printer] icon.

This launches the Add Printer Wizard.

3 Click [Network printer server], and click [Next >].

4 In the [Shared Printers] box, double-click the name of the computer used as a print server.

The printers attached to the network are displayed.

5 Highlight the printer you want to use by clicking it, and click [OK].

Note

- ❒ If the printer driver is not installed in the print server, a message appears. If a driver has been installed on the client, click **[OK]**, and follow the instructions on the screen.
- ❒ There is a Windows NT printer driver in the CD-ROM that comes with the printer.

6 Select whether you use this printer as the default printer, and click [Next >].

7 After installation is complete, click [Finish].

The icon of the newly installed printer appears in the **[Printers]** window.

Configuring LPR Port Printing

This section explains the procedure for printing to a LPR port from Windows NT.

Preparation

The TCP/IP protocols must be installed and configured correctly. Refer to P.16 *"Preparing to Use the TCP/IP Protocol for Printing"*, for more information.

Note

- ❒ The following instructions assume that the printer drivers have already been installed. This is a procedure to change the printer port to LPR.

1 Click [Start], point to [Settings], and then click [Printers].

2 Select the icon of the printer you want to use by clicking it. On the [File] menu, click [Properties].

3 Click the [Ports] tab, and then click [Add Port].

4 In the [Available Printer Ports] box, select [LPR Port] by clicking it, and then click [New Port].

Note

- ❒ If "LPR Port" does not appear, "Microsoft TCP/IP Printing" has not been installed.

5 Input the IP address of the Network Interface Board into the [Name or address of server providing lpd] box.

6 Input "lp" into the [Name of printer or print queue on that server] box, and click [OK].

7 Click [Close].

8 Confirm that the port name is displayed in the [print to the following port(s)] box and the ✓ mark is inside the check box. And then click [OK].

3. NetWare Configuration

This chapter describes how to configure your printer to use as a print server or a remote printer in a NetWare environment.

Note

❒ NetWare must be set to active using the operation panel of your printer. For information on how to set it, refer to the Operating Instructions for your printer.

Installing the NIB Setup Tool

A utility called the NIB Setup Tool is provided to configure your printer to work in a NetWare environment. Installing the PRINTER MANAGER FOR ADMINISTRATOR (⇒refer to the inside of the front cover of this manual) installs the NIB Setup Tool on your computer. This section describes how to install the PRINTER MANAGER FOR ADMINISTRATOR, and how to run the NIB Setup Tool.

Limitation

❒ NetWare 3.x, 4.x or 5 must be functional to run the NIB Setup Tool.

❒ The NIB Setup Tool is supported to work with the following operation systems.

- Microsoft Windows 95/98
- Microsoft Windows NT 4.0

Installing the PRINTER MANAGER FOR ADMINISTRATOR

Follow these steps to install the PRINTER MANAGER FOR ADMINISTRATOR.

Preparation

You should install the PRINTER MANAGER FOR ADMINISTRATOR on your computer. If you install it on a file server and execute it via the network, it might not work correctly.

Be sure to close all applications before starting the installation procedure.

1 **Insert the CD-ROM that comes with your printer into your computer's CD-ROM drive.**

Note

❒ If the installer starts automatically, you can use it to install the PRINTER MANAGER FOR ADMINISTRATOR, and go to procedure **6**.

2 Open [Control Panel], and double click the [Add/Remove Programs] icon.

3 In the [Install/Uninstall] tab, click [Install].

4 Click [Next >].

5 Input the name of the CD-ROM drive in the [command line for installation program] box, followed by "\NETWORK\PRINTMAN\ADMIN\DISK1\SETUP" (do not include the quotation marks) and then click "Finish".

Note

❒ An example would be "D:\NETWORK\PRINTMAN\ADMIN\DISK1\SETUP" when the drive name is "D".

6 After the [Welcome] dialog appears, click [Next >].

7 The Software License Agreement appears.

After reading through all of the contents by clicking **[PageDown]**, click **[Yes]** to agree with the License Agreement.

8 Select a directory in which it is to be installed, and click [Next >].

If you change the displayed directory, click **[Browse]** to select another one.

The installation program starts.

After the confirmation dialog appears, the installation program is complete.

Running the NIB Setup Tool

1 Click [Start], point to [Programs], and then click [NIB Setup Tool] in the [NIB Setup Tool] program.

Quick Setup Using the NIB Setup Tool Wizard

Using the NIB Setup Tool, you can easily set up a NetWare printing environment after physically installing the Network Interface Board into the printer,

You can select **[Wizard]** or **[Property Sheet]** as an installation method.

When you configure the Network Interface Board for the first time, use the Wizard method.

Limitation

❒ When the Wizard method is used, the Network Interface Board is configured to work as a Print Server. To configure it as a remote printer, use the Property Sheet method. For more information, refer to P.32 *"NetWare 3.x - Advanced Settings"* and P.38 *"NetWare 4.x, 5 - Advanced Settings"*.

Note

❒ This section assumes that NetWare is functional and that the necessary environment for the NetWare Print Services is available.

❒ You should install the client software released from Novell on the Windows before running the NIB Setup Tool for configuring in NDS mode or using Windows NT 4.0.

1 Log in to the file server as an Admin or Admin equivalent.

2 Run the NIB Setup Tool.

Reference

"Running the NIB Setup Tool" ⇒ P.28.

3 Click [Wizard] and click [OK].

The Browse dialog of the Network Interface Board appears.

4 Click [IPX protocol].

5 Select the IPX address of the Network Interface Board you are configuring by clicking it, and click [Next >].

If you don't know which Network Interface Board you are configuring, print the Configuration Page using the printer's operation panel, and select the MAC address that is on the page.

6 Confirm that the MAC and IPX addresses are correct, and click [Finish].

7 Input the printer name into the [Device Name] box.

The factory default is RNP followed by the last 6 digits of the MAC address. We recommend that you change it to something that is easier to remember or something based on the structure of your network.

8 Input your comments in the [Comment] box, and click [Next >].

The input comments are displayed with the device name when using a utility such as PRINTER MANAGER FOR ADMINISTRATOR.

9 In the dialog for selecting a network environment, place ✓ mark for [NetWare] and remove ✓ mark for the [TCP/IP].

10 Click [Next >].

A dialog for configuring the NetWare environment appears.

11 Select [Bindery Mode] when printing under the Bindery mode, or select [NDS Mode] when printing under the NDS mode.

When you are using NetWare version 4.x, 5, you can select **[NDS Mode]**.

Note

- ❒ In case of configuring NDS Mode, if the **[NDS Mode]** is unable to selected, you need to check the version of the client software released from Novell. Recomended to install the latest version of the client software released from Novell.

12 In the [File Server Name] box, input the name of the file server in which a print server is to be created.

Clicking **[Browse]**, you can select a file server among those listed in the Browse dialog.

13 If you selected [NDS Mode], input the name of the NDS tree in which the print server is created into the [NDS Tree] box, and input the context into the [NDS Context] box.

Clicking **[Browse]**, you can select a NDS tree and a NDS context among those listed in the Browse dialogs.

As a context, object names are input from a lower object and divided by a period. For example, if you want to create a file server into NETWORK under DS, input “NETWORK.DS”.

14 Click [Next >].

15 Input the name of the print server you are creating on the NetWare environment into the [Print Server Name] box.

The factory default name is already entered. You should change it if necessary.

16 Input the name of the Printer into the [Printer Name] box, and the name of the Print Queue into the [Print Queue Name] box.

The factory default for Printer Name is “Print Server Name” followed by “_1” and that for Print Queue Name is “Print Server Name” followed by “_Q”(quotation marks are not included). You should change them if necessary.

17 **If you selected [NDS Mode], input the volume of the print queue into the [Queue Volume] box.**

Clicking **[Browse]**, you can select one of those shown in the Browse dialog.

18 **Click [Next >].**

A dialog to confirm the printing environment appears.

19 **After confirming the environment, click [Next >].**

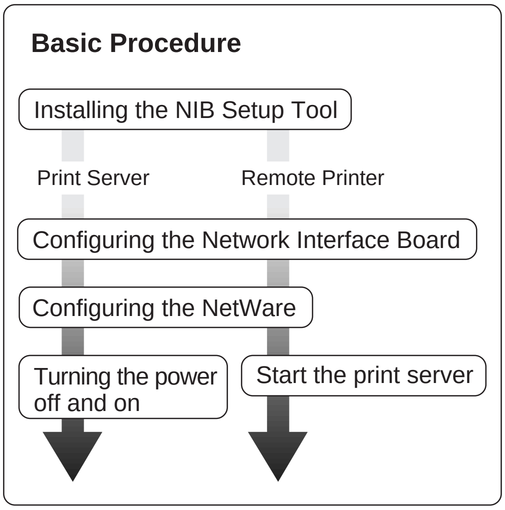
If you want to change the settings, click **[< Back]** and make the settings again.

Clicking **[Next >]**, the NIB Setup Tool automatically creates the Print Server, the Printer, and the Print Queue on NetWare.

20 **After the confirmation dialog appears, select [Quit] and click [Finish] to exit the NIB Setup Tool.**

NetWare 3.x - Advanced Settings

The actual procedures for configuring your printer differ depending on whether the Network Interface Board is configured as a print server or as a remote printer. This section describes how to configure it in the NetWare 3.x environment.


Basic Procedure
Installing the NIB Setup Tool
Print Server
Remote Printer
Configuring the Network Interface Board
Configuring the NetWare
Turning the power off and on
Start the print server

Preparation

The following procedures use the Property Sheet method in configuring the Network Interface Board. If you configure the Network Interface Board as a NetWare print server for the first time after physically installing it, we recommend you use the Wizard method. For more information, refer to P.29 *"Quick Setup Using the NIB Setup Tool Wizard"*.

Note

❒ This section assumes NetWare is functional and that the necessary environment for the NetWare Print Service is available.

Setting Up as Print Server

1 Log in to the file server as a Supervisor or a Supervisor equivalent.

2 Run the NIB Setup Tool.

Reference

"Running the NIB Setup Tool" ⇒ P.28.

3 Click [Property Sheet] and click [OK].

The Browse dialog of the Network Interface Board appears.

4 Click [IPX protocol].

5 Select the IPX address of the Network Interface Board which is to be configured by clicking it, and click [Next >].

Note

- ❒ If you don't know which Network Interface Board you are configuring, print the Configuration Page using the printer's operation panel, and select the MAC address that is on the page.

6 Confirm that the MAC and IPX addresses are correct, and click [Finish].

The **[NIB Setup Tool]** window appears.

7 Click [Configure].

The property sheet appears.

8 Click the [NetWare] tab, and make the following settings.

❶ In the [Print Server Name] box, input the name of the print server.

❷ In the [File Server Name] box, input the name of the file server in which a print server is to be created.

Click **[Browse]** to select a file server among those listed in the Browse dialog.

❸ In the [Print Server Operation Mode] group, click [As Print Server].

❹ Click [OK] to close the property sheet.

❺ After a confirmation dialog appears, click [OK].

9 In the [NIB] menu, click [Exit] to exit the NIB Setup Tool.

10 Input "PCONSOLE" from the command prompt.

```
F:> PCONSOLE
```

11 Create a print queue as follows.

Note

- ❒ If you use a currently defined print queue, proceed to the step 12.

❶ In the [Available Options] menu, select [Print Queue Information].

❷ Press 【Insert】 and input a print queue name.

❸ Press 【Esc】 to return to the [Available Options] menu.

12 Create a printer as follows.

❶ In the [Available Options] menu, select [Print Server Information].

❷ To create a new print server, press 【Insert】 and input a print server name.

If you use an currently defined print server, select one of the print servers shown in the **[Print Server]** list.

Important

❒ Use the same name as that specified in the NIB Setup Tool. (Step 8-❶).

❸ In the [Print Server Information] menu, select [Print Server Configuration].

❹ In the [Print Server Configuration menu], select [Printer Configuration].

❺ Select the printer which is indicated as “Not Installed”.

❻ If you change the name of the printer, input a new name.

A name "Printer x" is assigned to the printer. x stands for the number of the selected printer.

❼ As Type, select [Remote Parallel, LPT1].

The IRQ, Buffer size, Starting form, and Queue service mode are automatically configured.

❽ Press 【Esc】, and click [Yes] in the confirmation dialog.

❾ Press 【Esc】 to return to the [Print Server Configuration Menu].

13 Assign print queues to the created printer as follows.

❶ In the [Print Server Configuration Menu], select [Queues Serviced By Printer].

❷ Select the printer created in the Step 12.

❸ Press 【Insert】 to select a queue serviced by the printer.

Note

❒ You can select more than one queue at a time.

❹ Follow the instructions on the screen to make other necessary settings.

When you have finished the above steps, make sure that the queues are assigned.

14 Press 【Esc】 until “Exit?” appears, and select [Yes] to exit PCONSOLE.

15 Turn the printer power off and on.

Note

❒ To confirm if the printer is configured correctly, enter as follows from the command prompt.

```
F:> USERLIST
```

❒ If the printer works as configured, the name of the print server appears as an attached user.

Setting Up as Remote Printer

1 Log in to the file server as a Supervisor or a Supervisor equivalent.

2 Run the NIB Setup Tool.

Reference

"Running the NIB Setup Tool" ⇒ P.28.

3 Click [Property Sheet] and click [OK].

The Browse dialog of the Network Interface Board appears.

4 Click [IPX protocol].

5 Select the IPX address of the Network Interface Board which is to be configured by clicking it, and click [Next >].

Note

- ❒ If you don't know which Network Interface Board you are configuring, print the Configuration Page using the printer's operation panel, and select the MAC address that is on the page.

6 Confirm that the MAC and IPX addresses are correct, and click [Finish].

[NIB Setup Tool] window appears.

7 Click [Configure].

The property sheet appears.

8 Click the [NetWare] tab, and make the following settings.

❶ **In the [Print Server Name] box, input the name of the print server.**

❷ **In the [File Server Name] box, input the name of the file server in which a print server is to be created.**

Clicking **[Browse]**, you can select a file server among those listed in the Browse dialog.

❸ **In the [Print Server Operation Mode] group, click [As Remote Printer].**

❹ **In the [Remote Printer No.] box, input the printer number.**

Important

- ❒ Use the same printer number as that to be created in the printer server.

❺ **Click [OK] to close the property sheet.**

❻ **After a confirmation dialog appears, click [OK].**

9 In the [NIB] menu, click [Exit] to exit the NIB Setup Tool.

10 Input “PCONSOLE” from the command prompt.

```
F:> PCONSOLE
```

11 Create a print queue as follows.

Note

- ❒ If you use a currently defined print queue, proceed to the step 12.

❶ In the [Available Options] menu, select [Print Queue Information].

❷ Press 【Insert】 and input a print queue name.

❸ Press 【Esc】 to return to the [Available Options] menu.

12 Create a printer as follows.

❶ In the [Available Options] menu, select [Print Server Information].

❷ To create a new print server, press 【Insert】 and input a print server name.

If you use an currently defined print server, select one of the print servers shown in the [Print Server] list.

Important

- ❒ Use the same name as that specified in the NIB Setup Tool. (Step 8-❶).

❸ In the [Print Server Information] menu, select [Print Server Configuration].

❹ In the [Print Server Configuration menu], select [Printer Configuration].

❺ Select the printer which is indicated as “Not Installed”.

Important

- ❒ Use the same number as that specified as Remote Printer No. using the NIB Setup Tool. (Step 8-❹).

❻ If you change the name of the printer, input a new name.

A name "Printer x" is assigned to the printer. x stands for the number of the selected printer.

❼ As Type, select [Remote Parallel, LPT1].

The IRQ, Buffer size, Starting form, and Queue service mode are automatically configured.

❽ Press 【Esc】, and click [Yes] in the confirmation dialog.

❾ Press 【Esc】 to return to the [Print Server Configuration Menu].

13 Assign print queues to the created printer as follows.

❶ In the [Print Server Configuration Menu], select [Queues Serviced By Printer].

❷ Select the printer created in the Step 12.

❸ Press 【Insert】 to select a queue serviced by the printer.

Note

- ❒ You can select more than one queue at a time.

❹ Follow the instructions on the screen to make other necessary settings.

When you have finished the above steps, make sure that the queues are assigned.

14 Press 【Esc】 until "Exit?" appears, and Select [Yes] to exit PCONSOLE.

15 Start the print server by inputting as follows from the console of the NetWare Server.

If it is running, restart it after exiting it.

❖ To exit

```
CAREE: unload pserver
```

❖ To start

```
CAREE: load pserver print_server_name
```

Note

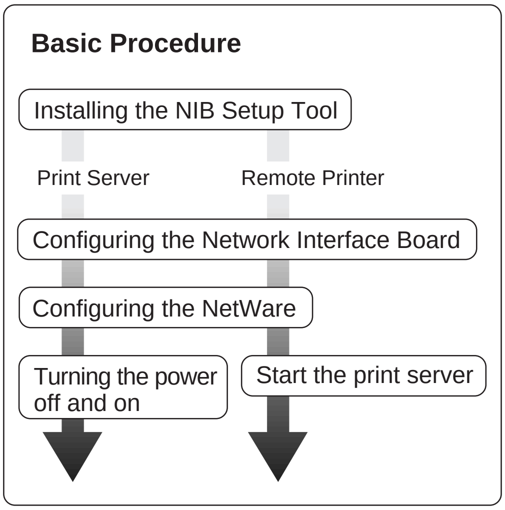
- ❒ If the printer works as configured, "Waiting for job" appears.

NetWare 4.x, 5 - Advanced Settings

The actual procedures for configuring your printer differ depending on whether the Network Interface Board is configured as a print server or as a remote printer. This section describes how to configure it in the NetWare 4.x, 5 environment.

❖ To use NetWare 5

- Load the IPX protocol into the file server in advance.
- You cannot use the NDPS (Novell Distributed Print Services) mode.


Basic Procedure
Installing the NIB Setup Tool
Print Server
Remote Printer
Configuring the Network Interface Board
Configuring the NetWare
Turning the power off and on
Start the print server

Preparation

The following procedures use the Property Sheet method in configuring the Network Interface Board. If you configure the Network Interface Board as a NetWare print server for the first time after physically installing it, we recommend you use the Wizard method. For more information, refer toP.29 *"Quick Setup Using the NIB Setup Tool Wizard"*.

Note

- ❒ This section assumes NetWare is functional and that the necessary environment for the NetWare Print Service is available.
- ❒ You should install the client software released from Novell on the Windows before running the NWAdmin.

Setting Up as Print Server

Important

- ❒ You can set up the print server using the NDS or Bindery mode in NetWare 4.x, 5. The following procedure is for setting up the print server using the NDS mode in NetWare 4.1. When you set up the print server using the Bindery mode, use the NIB Setup Tool Wizard. ⇒ P.29 *"Quick Setup Using the NIB Setup Tool Wizard"*

1 Log in to the file server as an Admin or an Admin equivalent.

2 Run the NIB Setup Tool.

Reference

"Running the NIB Setup Tool" ⇒ P.28.

3 Click [Property Sheet] and click [OK].

The Browse dialog of the Network Interface Board appears.

4 Click [IPX protocol].

5 Select the IPX address of the Network Interface Board which is to be configured by clicking it, and click [Next >].

Note

❒ If you don't know which Network Interface Board you are configuring, print the Configuration Page using the printer's operation panel, and select the MAC address that is on the page.

6 Confirm that the MAC and IPX addresses are correct, and click [Finish].

[NIB Setup Tool] window appears.

7 Click [Configure].

The property sheet appears.

8 Click the [NetWare] tab, and make the following settings.

❶ **In the [Print Server Name] box, input the name of the print server.**

❷ **In the [File Server Name] box, input the name of the file server in which a print server is to be created.**

Clicking **[Browse]**, you can select a file server among those listed in the Browse dialog.

❸ **In the [NDS Context] box, input the context in which the print server is to be created.**

Clicking **[Browse]**, you can select a context among those listed in the Browse dialog.

Note

❒ Object names must be input from a lower level and divided by a period. For example, if you want to create a file server into NETWORK under DS, input "NETWORK. DS".

❹ **In the [Print Server Operation Mode] group, click [As Print Server].**

❺ **Click [OK] to close the property sheet.**

❻ **After a confirmation dialog appears, click [OK].**

9 In the [NIB] menu, click [Exit] to exit the NIB Setup Tool.

10 From Windows, run NWAdmin.

Note

- ❒ The actual NWAdmin programs differ depending on the version of it and that of the operating system. Run the NWADMIN.EXE except the following cases. When you are using the NetWare 4.11 or higher on Windows 3.1x, run the NWADMN3X.EXE. When you are using the IntranetWare on Windows95/98, run the NWADMN95.EXE. When you are using the NetWare 5, run the NWADMN32.EXE.
- ❒ The NWAdmin programs are located in the PUBLIC directory in the SYS volume. The NWADMN95.EXE is located in the PUBLIC\WIN95 directory. The NWADMN32.EXE is located in the PUBLIC\WIN32 directory.
- ❒ For more information on NWAdmin, see the documentation that comes with the NetWare.

11 Create a print queue as follows.

❶ Select the container object the print queue is located in among those in the directory tree, and click [Create] in the [Object] menu.

❷ In the [Class of new object] box, click "Print Queue" to highlight it, and click [OK].

❸ In the [Print Queue name] box, input the name of the print queue.

❹ In the [Print Queue Volume] box, click Browse button.

❺ In the [Available objects] box, click the volume in which the print queue is created to highlight it, and click [OK].

Important

- ❒ Select the volume on the file server specified in the NIB Setup Tool. (Step 8-❷).

❻ After confirming the settings, click [Create].

12 Create a printer as follows.

❶ Select the container object the printer is located in, and click [Create] in the [Object] menu.

❷ In the [Class of new object] box, click "Printer" to highlight it, and click [OK]. When you are using the NetWare 5, click "Printer (Non NDPS)".

❸ In the [Printer name] box, input the name of the printer.

❹ Click [Define additional properties] to place ✓ mark, and click [Create].

13 Assign print queues to the created printer as follows.

❶ Click [Assignments], and click [Add] in the [Assignments] group.

❷ In the [Available objects] box, click the queue created in the step 11 to highlight it, and click [OK].

❸ **Click [Configuration], and in the [Printer type] box, select [Parallel] using the dropdown menu, and then click [Communication].**

❹ **Click [Manual load] in the [Communication type] group, and click [OK].**

❺ **After confirming the settings, click [OK].**

14 Create a print server as follows.

❶ **Select the context specified using the NIB Setup Tool (Step 8-❸), and in the [Object] menu, click [Create].**

❷ **In the [Class of new object] box, click “Print Server” to highlight it, and click [OK]. When you are using the NetWare 5, click “Print Sever (Non NDPS)”.**

❸ **In the [Print Server name] box, input the name of the print server.**

Important

❒ Use the same name as that specified using the NIB Setup Tool. (Step 8-❶).

❹ **Click [Define additional properties] to place ✓ mark, and click [Create].**

15 Assign the printer to the created print server as follows.

❶ **Click [Assignments], and click [Add] in the [Assignments] group.**

❷ **In the [Available objects] box, click the queue created in the step 12 to highlight it, and click [OK].**

❸ **After confirming the settings, click [OK].**

16 Turn the printer power off and on.

Note

❒ To confirm if the printer is configured correctly, enter as follows from the command prompt.

```
F:> NLIST USER /A/B
```

❒ If the printer works as configured, the name of the print server appears as an attached user.

Setting Up as Remote Printer

1 Log in to the file server as Admin.

2 Run the NIB Setup Tool.

Reference

“Running the NIB Setup Tool” ⇒ P.28.

3 Click [Property Sheet] and click [OK].

The Browse dialog of the Network Interface Board appears.

4 **Click [IPX protocol].**

5 **Select the IPX address of the Network Interface Board which is to be configured by clicking it, and click [Next >].**

Note

- ❒ If you don't know which Network Interface Board you are configuring, print the Configuration Page using the printer's operation panel, and select the MAC address that is on the page.

6 **Confirm that the MAC and IPX addresses are correct, and click [Finish].**

[NIB Setup Tool] window appears.

7 **Click [Configure].**

The property sheet appears.

8 **Click the [NetWare] tab, and make the following settings.**

❶ **In the [Print Server Name] box, input the name of the print server.**

❷ **In the [File Server Name] box, input the name of the file server in which a print server is to be created.**

Clicking **[Browse]**, you can select a file server among those listed in the Browse dialog.

❸ **In the [NDS Context] box, input the context in which the print server is to be created.**

Clicking **[Browse]**, you can select a context among those listed in the Browse dialog.

Note

- ❒ Object names must be input from a lower level and divided by a period. For example, if you want to create a file server into NETWORK under DS, input “NETWORK. DS”.

❹ **In the [Print Server Operation Mode] group, click [As Remote Printer].**

❺ **In the [Remote Printer No.] box, input the number of the printer.**

Important

- ❒ Use the same number as that of the printer to be created in the print server.

❻ **Click [OK] to close the property sheet.**

❼ **After a confirmation dialog appears, click [OK].**

9 **In the [NIB] menu, click [Exit] to exit the NIB Setup Tool.**

10 From Windows, run NWAdmin.

Note

- ❒ The actual NWAdmin programs differ depending on the version of it and that of the operating system. Run the NWADMIN.EXE except the following cases. When you are using the NetWare 4.11 or higher on Windows 3.1x, run the NWADMN3X.EXE. When you are using the IntranetWare on Windows95/98, run the NWADMN95.EXE. When you are using the NetWare 5, run the NWADMN32.EXE.
- ❒ The NWAdmin programs are located in the PUBLIC directory in the SYS volume. The NWADMN95.EXE is located in the PUBLIC\WIN95 directory. The NWADMN32.EXE is located in the PUBLIC\WIN32 directory.
- ❒ For more information on NWAdmin, see the documentation that comes with the NetWare.

3

11 Create a print queue as follows.

❶ Select the container object the print queue is located in among those in the directory tree, and click [Create] in the [Object] menu.

❷ In the [Class of new object] box, click “Print Queue” to highlight it, and click [OK].

❸ In the [Print Queue name] box, input the name of the print queue.

❹ In the [Print Queue Volume] box, click Browse button.

❺ In the [Available objects] box, click the volume in which the print queue is created to highlight it, and click [OK].

❻ After confirming the settings, click [Create].

12 Create a printer as follows.

❶ Select the container object the printer is located in, and click [Create] in the [Object] menu.

❷ In the [Class of new object] box, click “Printer” to highlight it, and click [OK]. When you are using the NetWare 5, click “Printer (Non NDPS)”.

❸ In the [Printer name] box, input the name of the printer.

❹ Click [Define additional properties] to place ✓ mark, and click [Create].

13 Assign print queues to the created printer as follows.

❶ Click [Assignments], and click [Add] in the [Assignments] group.

❷ In the [Available objects] box, click the queue created in the step 11 to highlight it, and click [OK].

❸ Click [Configuration], and in the [Printer type] box, select [Parallel] using the dropdown menu, and then click [Communication].

❹ Click [Manual load] in the [Communication type] group, and click [OK].

❺ After confirming the settings, click [OK].

14 Create a print server as follows.

❶ Select the context specified using the NIB Setup Tool (Step 8-❸), and in the [Object] menu, click [Create].

❷ In the [Class of new object] box, click "Print Server" to highlight it, and click [OK]. When you are using the NetWare 5, click "Print Sever (Non NDPS)".

❸ In the [Print Server name] box, input the name of the print server.

Important

- ❒ Use the same name as that specified using the NIB Setup Tool. (Step 8-❶).

❹ Click [Define additional properties] to place ✓ mark, and click [Create].

15 Assign the printer to the created print server as follows.

❶ Click [Assignments], and click [Add] in the [Assignments] group.

❷ In the [Available objects] box, click the queue created in the step 12 to highlight it, and click [OK].

❸ In the [Printers] group, click the printer assigned in the step ❷ to highlight it, and click [Printer Number].

❹ Input the printer number and click [OK].

Important

- ❒ Use the same number as that specified as Remote Printer No. using the NIB Setup Tool. (Step 8-❺).

❺ After confirming the settings, click [OK].

16 Start the print server by inputting as follows from the console of the NetWare Server.

If it is running, restart it after exiting it.

❖ **To exit**

```
CAREE: unload pserver
```

❖ **To start**

```
CAREE: load pserver print_server_name
```

Setting Up a Client Computer

This section describes how to set up a client computer when you use a NetWare print server.

Note

- ❒ This section assumes that the client has NetWare client applications installed and is correctly configured to communicate with a NetWare print server. If not, install necessary applications before starting the setting up procedure.

Windows95/98

Follow these steps to set up a Windows 95/98 client.

Preparation

Log in to the NetWare file server before starting the following procedure.

1 Install the printer driver of the printer you want to use as “Local printer”.

Reference

For more information on installing the printer driver, refer to the Operating Instructions for your printer.

Note

- ❒ Any port is selected during the installation, however, LPT1 is recommended.

2 Click [Start], point to [Settings], and then click [Printers].

3 In the [Printers] window, select the icon of the printer you want to use by clicking it.

4 On the [File] menu, click [Properties].

5 Click [Details] tab, and click [Add Port].

6 Click [Network] and click [Browse].

7 On the network tree, double-click the name of the computer used as the print server.

The names of the printers attached to the network are displayed.

8 Click the queue you want to print to highlight it, and click [OK].

9 Click [OK].

In the **[Print to the following port]** box, a network path to the printer appears.

10 Click [OK] to close the printer's property, and again, open it.

11 Click the [Printer Settings] tab.

12 Remove the ✓ marks from the [Form feed] and the [Enable banner] check boxes.

Note

❒ You should not check these boxes, since they should be specified using the printer driver. If they are checked, the printer might not print correctly.

When Using the PostScript Printer Driver

Follow these steps to set up for the PostScript Printer Driver

❶ Click the [PostScript] tab.

❷ Click [Advanced].

❸ Remove the ✓ marks from the [Send CTRL+D before job] and the [Send CTRL+D after job] check boxes.

13 Click [OK] to close the property.

Windows 3.1x

Follow these steps to set up a Windows 3.1x client.

1 Install the printer driver of the printer you want to use as "Local printer".

Reference

For more information on installing the printer driver, refer to the Operating Instructions for your printer.

2 Double-click the [Printers] icon of [Control Panel].

3 In the [Installed Printers] box, select the printer driver you want to use by clicking it, and then, click [Connect].

4 In the [Ports] box, click [LPT1] to highlight it, and click [Network].

The Network driver dialog appears.

5 In the [Ports] box, click [LPT1] to highlight it, and in the [Resources]box, click the queue you want to print to highlight it.

Note

❒ You should log in to the print server in order to see the print queues.

6 Click [Capture].

The specified queue is captured to the LPT1.

7 **Click [LPT Settings].**

The **[NetWare Settings]** dialog appears.

8 **Remove the × marks from the [Form feed] and the [Enable banner] check boxes.**

Note

- ❒ You should not check these boxes, since they should be specified using the printer driver. If they are checked, the printer might not print correctly.

9 **Click [OK] to close the [NetWare Settings] dialog.**

10 **Close the Network driver.**

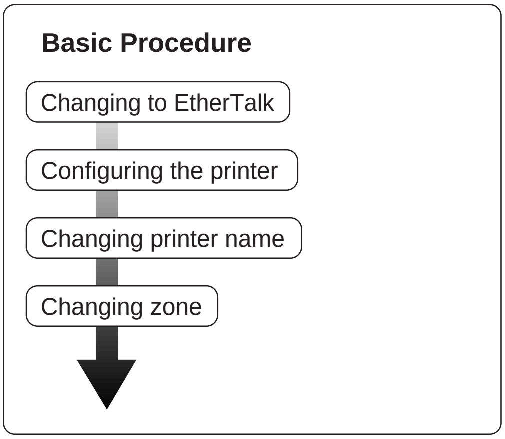
11 **Click [OK] to close the [Connect] dialog.**

12 **Click [Close] to close the [Printers] dialog.**

4. Macintosh Configuration

Configuring Macintosh

This chapter explains how to configure a network printer in a Macintosh EtherTalk environment. The actual procedures to configure a network printer are slightly different depending on the version of the Mac OS. This chapter describes how to configure your printer for Mac OS 8. If you are using a different version, refer to the manual that comes with your version of the Mac OS for more information.



Limitation

❒ To print from a Macintosh, the optional PostScript 3 is required.

Changing to EtherTalk

Follow these steps to configure a Macintosh computer to use EtherTalk.

Reference

For information on installing the software required for EtherTalk, refer to the Macintosh manuals.

1. **Open [Control Panels], and double-click the [AppleTalk] icon.**
2. **Select "Ethernet" from the [Connect via] pop-up menu.**
3. **If you change zones, select a name from the [zone] pop-up menu.**
4. **Close the [AppleTalk] control panels.**
5. **Restart the Macintosh.**

Configuring the Printer

Use the operation panel to activate the EtherTalk protocol (factory default is active).

Reference

For information on configuration, refer to the Operating Instructions for your printer.

Changing Printer Name

If the network has several same model printers, the names will be the same. Printers that have the same name will have their names changed slightly in the Chooser. For example, three printers named “printer” will appear in the chooser as “printer0”, “printer1” and “printer2”.

Use applications such as **Apple Printer Utility** or **LaserWriter Utility** to change printer names in the Macintosh EtherTalk environment. These utilities are distributed by Apple Computer, Inc.

Changing Zone

It may be necessary to change the zone configuration.

Use applications such as **Apple Printer Utility** or **LaserWriter Utility** to change the zone configuration in the Macintosh EtherTalk environment. These utilities are distributed by Apple Computer, Inc.

Note

❐ If your Macintosh is configured to use TCP/IP, you can change the zone configuration with a Web browser. ⇒ P.56 *“Configuring the Network Interface Board with a Web Browser”*

Follow these steps to use the Apple Printer Utility.

① Insert the CD-ROM that comes with the printer into your computer's CD-ROM drive.

② Copy the “Zone Name.ps” file in the “Zone Name” folder to the hard disk.

③ Open the copied “Zone Name ps” file using a text editor, and change the “NewZone” , which is in the second line from the bottom, to the name of the new zone.

```
%!PS-Adobe2.0 %%
Title: Changing Zone (EtherNet only)
%%CreationDate: Tue Dec 16 1997
%%EndComments
true 0 startjob not {ERROR}if
(%EtherTalk%) << /EtherTalkZone (NewZone) >> setdevparams
%%EOF
```

④ Save the “Zone Name.ps”.

⑤ Run the Apple Printer Utility, and select the printer for which the new zone name is to be used.

⑥ Select the **[Send PostScript File]** in the **[Utilities]** menu, and send the “Zone Name.ps” to the printer.

5. Appendix

Multi Direct Print

Multi Direct Print is a Windows program that allows you to print on a Peer-to-Peer network. This program allows you to print directly to a network printer, even if there is no print server.

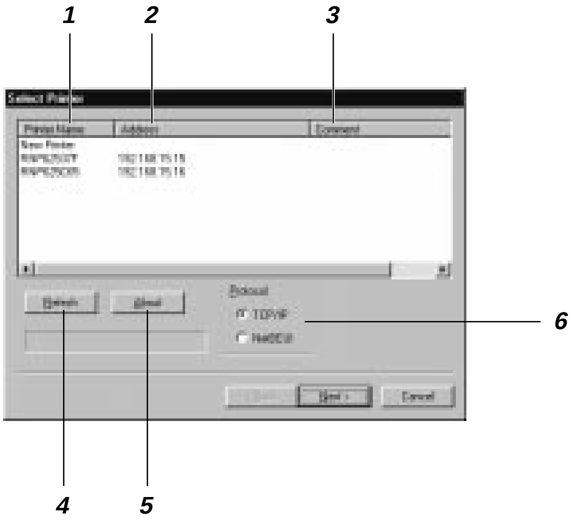
OS	**Protocol stack**
Microsoft Windows 95/98	The Microsoft version of TCP/IP that comes with Windows. The Microsoft version of NetBEUI that comes with Windows.
Microsoft Windows NT 4.0	

Note

- If your printer is in the middle of warming up or printing, an error message might appear a certain time after you request a print job. You can change how long the printer should wait to display the message by clicking **[Port Settings]** in the **[Details]** tab on Windows 95/98, and **[Configure Port]** in the **[Ports]** tab on Windows NT4.0.

[Select Printer]

A list of available printers appears on this screen. This example is for the English version.



1. Printer Name

The contents of this list are different for TCP/IP and NetBEUI protocols.

If you selected **[TCP/IP]**, the printer name of the Network Interface Board appeared. If you selected **[NetBEUI]**, the computer name of the Network Interface Board appeared.

Note

- ❒ The printer name can be found on the printer configuration page.
- ❒ The printer name is set to “RNP” and the last 6 digits of the MAC address of the Network Interface Board. For example, a board with a MAC address of 00:00:74:62:5C:65, would be named RNP625C65. You can change this name to something more convenient.

2. Address

The contents of this list are different for TCP/IP and NetBEUI protocols.

If you selected **[TCP/IP]**, the printer name of the Network Interface Board appeared. If you selected **[NetBEUI]**, the computer name of the Network Interface Board appeared.

Note

- ❒ The form of the Network path name is “%% computer name \ name of printer type”.

3. Comment

Comments that are registered on the Network Interface Board.

4. [Refresh]

Click to refresh the contents of the display. When refreshing, the name of this button changes to **[Stop]**. Click on it to stop the refresh.

5. [About]

Version and copyright information.

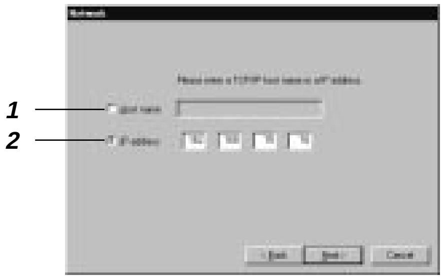
6. Protocol

Select to display the printers which can print using the selected protocol.

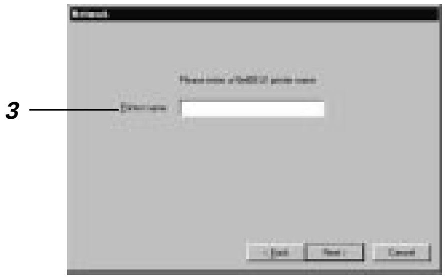
[Network]

When you select a printer with the **[Select Printer]** dialog, the Port name is input automatically. These examples are for the English version.

❖ TCP/IP



❖ NetBEUI



1. Host name

If you print, using the TCP/IP protocol, to select a printer using a host name or a domain name, input the name here. Input the IP address into the **[IP address]** box when selecting a printer by IP address.

Limitation

- ❒ You cannot use a host name that begins with “%%”.

Note

- ❒ When you use DHCP to assign IP addresses to Network Interface Boards, you can use a printer name (Current Hostname on the network configuration page) as the host name.

2. IP address

If you print, using the TCP/IP protocol. Input the IP address of the printer.

3. Printer name

Input the printer's Network path name in form of “%%Computer name \Share name”. Do not input “\\” as head characters but “%%”.

Configuring the Network Interface Board with a Web Browser

The Network Interface Board functions as a Web server in addition to allowing a printer to function as a network printer. You can use a Web browser to view the printer status and configure the Network Interface Board.

❖ Configuring the Printer

This facility requires TCP/IP to be installed. After the printer has been configured to use the TCP/IP protocol, it will be possible to adjust the settings using a web browser.

Reference

For information on configuring the printer to use TCP/IP, refer to the Operating Instructions for your printer.

❖ Operating System Browser Requirements

OS	Browser
Microsoft Windows 95/98	Microsoft Internet Explorer 3.02/4.0 Netscape Navigator 3.0/4.0
Microsoft Windows NT 3.51/4.0	
Mac OS 7.6.1 ~ 8.1	
Solaris 2.5 ~ 2.6	

Limitation

- ❒ Using Windows NT 3.51 with Internet Explorer 3.02 may cause problems.
- ❒ Sometimes after clicking **[Back]** , the previous page may not appear. In this case, click **[Refresh]** or **[Reload]** .
- ❒ The text on the screen may disappear or be aligned incorrectly if the font size settings of the browser are set to be too large. It is recommended that you use a font size equal to or smaller than “10 point” with Netscape Navigator, and “Medium” or smaller with Internet Explorer.

Going to the Top Page

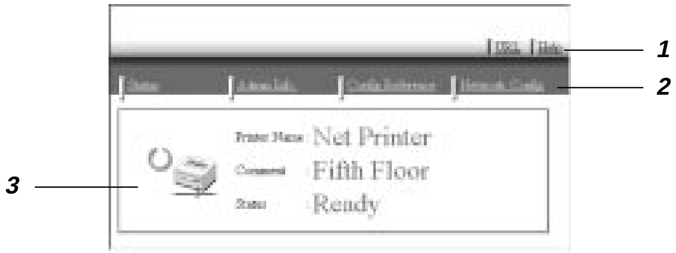
After launching your Web browser, enter the IP address of the printer. See the example below. This example is for the English version.

`http://192.168.15.16/`

(In this example. the IP address of the Network Interface Board is 192.168.15.16.)

Note

- ❒ If a DNS server is used in the network, you can enter the host name as an URL. For example, http://webmonitor.netprinter.com/. In order to do this, you must the register the IP address and host name of the Network Interface Board with the DNS server. Consult the network administrator for information on how to do this.
- ❒ If the network uses proxy servers, the browser may run slowly.



Net Printer
Fifth Floor
Ready

1. Header Button

You can register favorite URLs with **[URL]**. To view the help section, click **[Help]**.

Important

- ❒ It costs to use the browser to access a website.

Note

- ❒ The help file is stored on the CD-ROM in HTML format.

2. Menu Button

Buttons to configure the Network Interface Board and confirm the status of the printer.

Note

- ❒ When you click **[Network Config]**, a dialog appears requesting the user name and password. Input only the password in this dialog. The factory default password is “password”.
- ❒ The password is the same as that used in the remote maintenance (mshell) and that used in the NIB Setup Tool. If you change a password on the Web browser, the other passwords are also changed.

3. Representation Area

Displays the name and comments of the Network Interface Board, and the status of the printer.

Linking the address (URL) to the **[Help]** button

You can link the address (URL) of the **[Help]** button to the help files on your computer or on a Web server.

① Copy the help file on the CD-ROM to the desired location. The help files are located in folders labeled with abbreviated language names. For example, English help files are in the "EN" folder. Be sure to copy the entire "EN" folder to the new location.

② Using a web browser, navigate to the Top Page and click **[Network config]**.

③ Input your password, (it is not necessary to enter a user name) and click **[OK]**.

④ Input the path to the help file in the **[Help URL]** box.
If you copied the help file to "C:\HELP\EN" then enter "file://C:/HELP/".
For example if you copied the file to a web server and the address (URL) that will be linked to the help files is "http://a.b.c.d/HELP/EN/index.html", enter "http://a.b.c.d/HELP/".

⑤ Click **[Apply]**.
When a warning message appears, select to continue configuring this procedure.

Assigning IP Address with ARP+PING

Using TCP/IP, you can assign the IP address using ARP and PING. The following example is for a BSD UNIX workstation (SunOS 4.x).

Preparation

ARP+PING should be set to active in the network boot configuration before assigning the IP address using ARP+PING. For how to set it to active, refer to the Operating Instructions for your printer.

1 Log in to the workstation as root.

2 Use the arp command to assign the IP address to the MAC address of the Network Interface Board.

```
# arp -s 192.168.15.16 00:00:74:62:5C:65
```

Note

❒ 192.168.15.16 is the IP address, 00:00:74:62:5C:65 is the MAC address.

3 Assign the IP address using the PING command.

```
# ping 192.168.15.16
```

4 Use the PING command again, to confirm the address.

```
# ping 192.168.15.16
```

If the address has been configured correctly, the following message appears.

```
192.168.15.16 is alive
```

If the address has been configured incorrectly, the following message appears.

```
no answer from 192.168.15.16
```

How to Confirm the MAC Address

The MAC address (Ethernet address) of the Network Interface Board is required in order to use ARP and PING to assign the IP address.

The MAC address can be seen on the printer configuration page.

Reference

For more information on printing a configuration page, refer to the Operating Instructions for your printer.

Remote Maintenance by Telnet (mshell)

You can view the printer status and configure the network interface board using telnet.

Note

- ❒ You should specify a password so that only the network administrator, or a person having network administrator privileges, can use remote maintenance (mshell).

Operation Flow

The following is a sample procedure in using Telnet.

Limitation

- ❒ Only one person at a time can be logged on to do remote maintenance.

1 Using the IP address or host name of the printer, start telnet.

```
% telnet IP_address
```

Note

- ❒ In order to use the host name instead of the IP address, you must write it to the /etc/hosts file.

2 Input the password.

Note

- ❒ The factory default is “password”.

3 Input a command.

Reference

For information on telnet commands, refer to P.61 *“Command List”*.

4 Finish telnet.

```
msh> logout
```

When the configuration is revised, a confirmation message requests whether or not the changes should be saved.

5 Input “yes” to save the changes, and press 【Enter】.

If you do not want to save the changes, input “no”and press 【Enter】. If you want to make additional changes, input “return” at the command line, and press 【Enter】.

Note

- ❒ If the “Can not write NVRAM information” message appears, the changes are not saved. Repeat the steps above.

- ❒ The Network Interface Board is reset automatically when the settings are changed.
- ❒ When the Network Interface Board is reset, the active print job which has already been sent to the printer, will finish printing. However, jobs that haven't been sent yet will be cancelled.

Command List

This is a list of commands that can be used via remote maintenance.

Note

- ❒ Input "help", to see a list of commands that can be used.

```
msh> help
```

- ❒ Input "help command_name", to display information on the syntax of that command.

```
msh> help command_name
```

TCP/IP Address

Use the ifconfig command to configure TCP/IP (IP address, subnet mask, broadcast address, default gateway address).

❖ Reference

```
msh> ifconfig
```

❖ Configuration

```
msh> ifconfig le0 parameter address
```

Parameter	Configuration Item
(no parameter)	IP address
netmask	subnet mask
gateway	default gateway address

The following is an example for configuring an IP address of 192.168.15.16.

```
msh> ifconfig le0 192.168.15.16
```

The following is an example for configuring a subnet mask of 255.255.255.0.

```
msh> ifconfig le0 netmask 255.255.255.0
```

Note

- ❒ This affects the configuration of the Network Board of the IP address that is used.
- ❒ To input an address using hexadecimal, add "0x" to the first command.

Address

❖ **Subnet Mask**
A number used to mathematically "mask" or hide the IP address on the network by eliminating those parts of the address that are alike for all the machines on the network.

❖ **Default Gateway Address**
A gateway is a connection or interchange point that connects two networks. A gateway address is for the router or host computer used as a gateway.

Note

❒ To get the above addresses, contact your network administrator.

Access Control

Use the access command to view and configure access control.

❖ **Reference**

```
msh> access
```

❖ **Configuration**

```
msh> access parameter address
```

Parameter	Configuration Method
control	Access Control Address
mask	Access Control Mask

Note

❒ The Access Control Address and the Access Control Mask are used to limit access to the computer used for printing by denying access to users based on their IP address. If it is not necessary to limit access, set the Access Control Mask to "0.0.0.0".

❒ When the Access Control Address matches masked result of the IP address computer attempting to print, print jobs from that IP address can be accepted by the Network Interface Board.

❒ For example, if you assign 192.168.15.16 as the Access Control Address to the Network Interface Board, the combination of the Access Control Mask and the IP addresses that can print are as follows. The XXX is a variable that means any number from 1 to 255 is acceptable.

Access Control Mask	IP addresses that can access the printer
`0.  0.  0.  0`	`XXX.XXX.XXX.XXX`

Access Control Mask	IP addresses that can access the printer
`255.  0.  0.  0`	`192.XXX.XXX.XXX`
`255.255.  0.  0`	`192.168.XXX.XXX`
`255.255.255.  0`	`192.168. 15.XXX`
`255.255.255.255`	`192.168. 15. 16`

Network Boot

Use the set command to configure a network boot.

```
msh> set parameter {on | off}
```

"On" means active and "Off" means inactive.

Parameter	Configuration Method
ping	ARP+PING
tftp	RARP+TFTP
bootp	BOOTP
dhcp	DHCP

Note

- ❒ When you use RARP+TFTP, BOOTP, DHCP, the server also needs to be configured.
- ❒ DHCP takes precedence over all other settings.

Protocol

Use the set command to allow/prevent remote access for each protocol.

```
msh> set protocol {up | down}
```

Protocol	
appletalk tcpip netware netbeui lpr ftp rsh diprint web	"Up" means active and "Down" means inactive.

Note

- ❒ If you prohibit remote access using TCP/IP and then logout, you cannot use remote access. If this was a mistake, you can use the printer operation panel to allow access by TCP/IP.
- ❒ When you prevent access via TCP/IP, you are also prevented from using lpr, ftp, rsh, diprint, and web.

Status of Printer

The following commands can be used to get information about the current status of the printer.

```
msh> command
```

Command	Information that is displayed
status	Status of printer. Information about the print job.
info	Information about the paper tray, output tray, emulation and program of printer.
prnlog [ID]	Lists the last 10 print jobs.
netstat	Information on the Network Interface Board.

Note

- ❒ More information on the print job is displayed when the ID number is added after the prnlog command.

Reference

For more information on the meaning of the data returned with these commands, refer toP.72 *"Configuring the Network Interface Board"*.

Information about the Network Interface Board Configuration Settings

Use the show command to display the Network Interface Board configuration settings.

```
msh> show [-p]
```

Note

- ❒ Add "-p" to the show command to have the information displayed one screen at a time.

Reference

For more information on the meaning of the data returned with this command, refer to P.72 *"Configuring the Network Interface Board"*.

System Log Information

Use the syslog command to display information stored in the printer's system log.

```
msh> syslog
```

Reference

For more information on the displayed information, refer to P.75 *"System Log Information"*.

SNMP

Use the snmp command to display and edit SNMP configuration settings such as the community name.

Note

- ❒ You can configure from No. 1 to 10 SNMP settings.
- ❒ The factory default settings for No. 1 and 2 are as follows.

Number	1	2
community name	public	admin
IP address	0.0.0.0	0.0.0.0
access type	read-only trap off	read-write trap off

❖ Display

Shows the SNMP information and available protocols.

```
msh> snmp ?
msh> snmp [-p] [registered_number]
```

Note

- ❒ If the -p option is added, you can view the displays one by one.
- ❒ If the registered number is not added, you can view the status of all the registered numbers.

❖ Community name configuration

You can set the community name of the Network Interface Board.

```
msh> snmp number name community_name
```

Note

- ❒ The community name must consist of 15 characters or less.

❖ Access type configuration

You can select the access type from those listed below.

```
msh> snmp number type access_type
```

Access Type	Type of access which is permitted
read	Read only access is permitted.
write	Read and write access is permitted.
trap	User is notified of trap messages.
no	All access is denied.

❖ Protocol configuration

You should use the following command to set the protocols to active or inactive. If you set a protocol to inactive, you cannot use all the registered numbers for it.

```
msh> snmp {ip | ipx} {on | off}
```

- "On" means active and "Off" means inactive

If you want to change the protocol settings for each registered number, use the following command. Make sure that the protocol set to inactive using the above command, cannot set to be active using this command.

```
msh> snmp number active {ip | ipx} {on | off}
```

❖ Access Configuration

You can configure an address of a host depending on the protocols used.
The Network Interface Board accepts requests only from hosts having addresses with access types of "read-only" or "read-write". Input "0" to have the Network Interface Board accept requests from any host without requiring a specific type of access.

The following example shows how set the protocol for an address.

```
msh> snmp number {ip | ipx} address
```

Note

- When using the TCP/IP protocol, input ip followed by a space and then the IP address.
- When using the IPX/SPX protocol, input ipx followed by a space and then the IPX address followed by a decimal and then the MAC address of the Network Interface Board.

The following is an example of how to configure registration number 3 with the IP address 192.168.15.16.

```
msh> snmp 3 ip 192.168.15.16
```

The following is an example of how to configure registration number 3 with the IPX address 7390A448, and the MAC address 00:00:74:62:5C:65.

```
msh> snmp 3 ipx 7390A448.000074625C65
```

Changing the Password

Use the passwd command to change the remote maintenance password.

Important

- Be sure not to forget or lose the password.

Note

- The default factory password is “password”.

1. **Input “passwd”.**

```
msh> passwd
```

2. **Input the current password.**

```
Old password:
```

3. **Input the new password.**

```
New password:
```

Note

- The password must consist of 3 to 8 alphanumeric characters and symbols. Upper and lower case characters are considered unique. For example, R is different from r.
- The password is the same as that used in the configuration of the Network Interface Board using a Web browser and that used in the NIB Setup Tool. If you change a password on the mshell, the other passwords are also changed.

4. **Input the new password once again.**

```
Retype new password:
```

SNMP

The Network Interface Board functions as a SNMP (Simple Network Management Protocol) agent using the UDP and IPX protocols. Using the SNMP manager you can get information about the printer.

The factory default community names are “public” and “admin”. You can get MIB information using these community names.

Reference

For more information on configuring the community name, refer to P.65 *“SNMP”* in “Remote Maintenance by Telnet (mshell)”.

Limitation

❒ The kinds of supported MIBs differ depending on your printer.

❖ Supported MIBs

- MIB-II
- PrinterMIB
- HostResourceMIB
- RicohPrivateMIB

Understanding the Displayed Information

This section describes how to read the displayed information on the status of the Network Interface Board.

Print Job Information

The status of the print job can be viewed using the following commands.

- mshell : Use the status command ⇒ P.64 *"Status of Printer"*.

Item Name	**Meaning**
ID	Number of the print request.
Source	The name of the host requesting the print job.
Process	The type of print command.
Status	Status of print job. • Active Printing or being prepared for printing. • Waiting Waiting to be transferred to the printer.
Time	The time when the print request was received.

Print Log Information

This is a record of jobs that have been printed up to now. The most recent ten records are displayed.

This record can be displayed with the following commands.

- mshell : Use the prnlog command ⇒ P.64 *"Status of Printer"*.

Item Name	**Meaning**
ID	Printing request number.
Source	The user name, workstation name or address of the host that sent the print job.
Process	The type of print command used.
Bytes	The size of the file in bytes.
Result	Communication result. • OK Indicates that the print job was completed correctly. • NG Indicates that the print job was not completed normally. • Canceled rcp, rsh or lpr print commands were stopped. A problem occurred with the printing application. This message doesn't appear when ftp or RPRINTER is used.
Time	The time when the print request was received.
User	The user name, workstation name or address of the host that sent the print job.
Address	IP address.
Process	The type of print command used.
Print Start Time	The time the print process was started.
Print End Time	The time the print process was completed.
Open Count	The number of print processes that the application made.
Eof Count	The reception number of file unit.
Data Size	The number of bytes of received data.

Network Statistical Information

This section is about the information provided about the Network Interface Board.

Detailed information about the words used to describe the status of the Network Interface Board are described below.

- mshell : Use info command ⇒ P.64 *"Status of Printer"*.

Item Name	**Meaning**
System elapsed time	The time that passed since the network interface board started.
Total printing time	The total time spent in processing the print data.
Total open count	The total open (printing process) count that application required.
Current connection count	The number of job connecting with the Network Interface Board currently.
Total connection count	The total number of print jobs sent to the Network Interface Board.
Print error count	The number of times the printing process sent an error message.
Access error count	The number of times the connection was refused because of the value of the access control.
Print request full count	The number of times a connection was refused because the number of print requests exceeded the number of allowed sessions.

Configuring the Network Interface Board

Network Interface Board settings can be displayed and confirmed using the commands below.

- mshell : Use show command ⇒ P.65 *"Information about the Network Interface Board Configuration Settings"*.

Item Name	**Meaning**
Common	
Mode	
Protocol Up/Down	Up means active, Down means inactive.
AppleTalk	
TCP/IP	
NetWare	
NetBEUI	
NVRAM version	Internal version number.
Device name	
Comment	
Location	
Contact	
Soft switch	
AppleTalk	
Mode	AppleTalk protocol in selection.
Net	Network number.
Object	Macintosh printer name.
Type	The type of printer.
Zone	Name of the zone that the printer belongs to.

Item Name	Meaning
TCP/IP	
Mode	Up means active, Down means inactive.
ftp	
lpr	
rsh	
diprint	
web	
telnet	
download	
EncapType	Frame type.
Network boot	Network boot.
Filter	Internal parameter.
Max DSTs	
Address	IP address.
Netmask	Subnet mask.
Broadcast	Broadcast address.
Gateway	Default gateway address.
AccessCtrl	Access control address.
AccessMask	Access control mask.
Time server	
Home page URL	URL of homepage.
Home page link name	URL name of homepage.
Help page URL	URL of help page.
SNMP protocol	Protocol used with SNMP.

Item Name	Meaning
NetWare	
Mode	(this value is fixed)
EncapType	Frame type.
RPRINTER number	Remote printer number.
RPRINTER name	Remote printer name.
Print server name	Print server name.
File server name	Name of the connect file server.
Context name	Context of print server.
Switch	
Mode	Active mode.
NDS/Bindery	(this value is fixed)
Packet negotiation	
Print job timeout	Time of the job timeout.
NetBEUI	
Mode	(this value is fixed)
Switch	
Mode	(this value is fixed)
Direct print	(this value is fixed)
Notification	Notices of finishing to print.
Workgroup name	Name of the workgroup.
Computer name	Name of the computer.
Comment	Comment.
Share name[1]	Share name. (name of the printer type)
Shell mode	Mode of remote maintenance tool.

Message List

This is a list of messages recorded to the printer's system log. The system log can be viewed using the syslog command.

System Log Information

You can use the following methods to view the system log.

- mshell : Use the syslog command ⇒ P.65 *“System Log Information”*.
- Network Configuration Page : Configure PCL for the Printer Language, and push the switch on the Network Interface Board while five seconds ⇒ P.84 *“Network Configuration Page”*.

Message When the Network Interface Board Starts or Restarts.

RICOH Network Interface Board Ver.x.x.x	The version number of the Network Interface Board.
PRINTER SYSTEM “system name” Ver.x.x.x	The system name and version of the printer.
Attach FileServer=“file server name”	The printer is attached to “file server name” as the nearest server.
Current Interface Speed:xxxMbps	The speed of the network (10 Mbps or 100 Mbps).
Current IPX address	The current IPX address.
Frametype=“frame type name”	The "frame type name" is configured to be used on NetWare.
NetBEUI Computer Name=“computer name”	The NetBEUI Computer Name is defined as "computer name".
Start httpd	The Web server has been started.
Start npmpd for IPX	The npmpd for IPX protocol has been started.
Start npmpd for TCP/IP	The npmpd for TCP/IP protocol has been started.
Start smbd direct print mode(NetBEUI)	You can print from a client on the Windows network via the print server.
Start snmpd Ver.2.0	The SNMP agent of the displayed version has been started.
Vendor= , Country= , Lang=	The vendor, the country code, and the language.

NetWare (When the Network Interface Board is Started)

❖ When working as a print server

Access to NetWare server "file server name" denied. Either there is no account for this print server on the NetWare server or the password was incorrect.	Cannot log in to the file server. Confirm that the print server is registered on the file server. If a password is specified for the print server, delete it.
Attach to print queue "print queue name"	Attached to the print queue.
File server is empty	The file server is not registered. Register your file server using the utility.
Login to fileserver "file server name" ("NDS l BINDERY")	Logged in to the file server with NDS or BINDERY mode.
Open log file "file name"	The specified log file has been opened.
Printer "printer name" has no queue	The print queue is not assigned to the printer. Using NWAdmin, assign the print queue to the printer, and then restart it.
Print queue "print queue name" cannot be serviced by printer 0, "print server name"	Print services are not available for the print queue. Confirm that the volume of the print queue exists on the specified file server.
The print server received error "error number" during attempt to log in to the network.Access to the network was denied.Verify that the print server name and password are correct.	Cannot log in to the file server. The print server is not registered or the password is specified. Register the print server without specifying a password.

❖ When working as a remote printer

Cannot create service connection	Cannot establish a connection with the file server. Your request may exceed the maximum number of connections that the file server can deal with at a time.
Cannot find rprinter ("print server name"/"printer number")	The printer having the number displayed on the print server does not exist. Confirm the number of the printer registered to the print server.
Establish a connection with the print server, "print server name"	A connection with the print server has been established.

No local target for “print server name”	Cannot get routing information on the file server. If a different frame type is configured from that used on the network, you should select "Auto Select" as a frame type.
Required file server (“file server name”) not found	Cannot find the required file server.
Required print server (“print server name”) not found	Cannot find the print server. Confirm the name of the print server.
Unable to attach to print server (“print server name”)	Cannot connect to the print server. The print server refuses a connection for some reason. Confirm the configuration of the print server.

NetBEUI (When the Network Interface Board is Started)

Back to default name (<Computer name>)	The same Computer name is detected on the network. As unable to add computer name to the suffix, Computer name back to default name. Configure a new computer name that is unique one.
Print session full	Cannot accept the print session.
Required computer name (<Computer name>) is duplicated name	The same Computer name is detected on the network. The start job determines the computer name by adding the computer name to the suffix (0,1....). Configure a new computer name that is unique one.

TCP/IP

❖ When the address is configured

Invalid gateway address	The Gateway address is not correct for the specified IP address.

❖ When using lpr

filter data error	Some data cannot be handled by the filter option. Confirm the file code and the settings of the filter option.
lost connection	The connection was cut by a counterpart. Check the printer to which you requested to print.
print requests full	Cannot accept the print request (max. 5 sessions). Confirm the status of the printer with mshell, and print it again after the print request becomes less than 5 sessions.
printer permission denied	Cannot get a permission to use the printer. Confirm the access rights with the access control address and the access control mask.
printer refuse	Something is wrong with your printer. Confirm the status of the printer.

At the beginning of the message, the IP address of the client is displayed within parentheses.

❖ When using SNMP

Exit snmpd	The agent is complete. Reset the printer or turn the printer off and on.
recvfrom:packet discarded,length(Reception packet length)> (Packet size),from addr <Address of partner point>	The received packet was ignored since the length of the packet exceeds the limit. Confirm whether the administration station sent a packet whose length is longer than 1025 bytes.
session <Community name appointed> not defined	The community name of the received packet is not defined. Confirm that the community name of the administration station is the same as that specified to the printer.
snmpin:Bad use of session <community Name> from <Address>	The community name of the received packet is not the same as that of the administration station. Confirm the community name specified to the printer.
snmpin:error in snmpdecipher,code (<Error No.>)	An error occurred on the received packet. Check if the number of the objects sent from the administration station is more than 31 and if there are wrong MIB requests.
snmpin:error in snmpservsend,code (<Error No.>)	Cannot send a response packet. Normally, this message is followed by the messages below *1 *2.
snmpin:pkt too large,code (<Error number>)[*1]	The response packet to the request is too big to send. Reduce the number of the objects per request.
snmpin:error in sending too large request back,code (<Error number>),giving up[*2]	The packet notifying the error is too big to send. Reduce the number of the objects per request.
snmpin:received bad version	The version of the received packet is invalid. Confirm that the version of the administration station is version-1(0).

Error numbers in the messages are codes for internal use.

Precautions

Please pay attention to the following when using a network interface board. When configuration is necessary, give a messenger after configuring justly.

Connecting a dial up router to a Network

When the file server of NetWare exists in the network of remote side, the router continues being connected by a packet sent from printer, there may be a thing asked great communication charges. Because this is a thing by specification of NetWare, you need to cope by network administration shown in the following in order to evade this problem. Please cope with configuration of printer when you cannot cope in network administration.

Correspondence Method on Network Administration

Filter the packets so that they do not pass over the dial up router.

Note

- ❒ The MAC address of the printer doing the filtering is printed on the printer configuration page. Refer to the Operating Instructions, for information on printing a configuration page.
- ❒ See the instructions below for information on configuring the printer if the router cannot be configured.

Correspondence Method by Configuration of Printer (When Use NetWare)

1 Following the setup method in this manual, configure the file server.

2 Set the frame type for a NetWare environment.

Reference

For more information on selecting a frame type, refer to the Operating Instructions for your printer.

Correspondence Method by Configuration of Printer (When do not Use NetWare)

1 While not printing, the Network Interface Board sends packets on the network. Set the NetWare to inactive.

Reference

For more information on selecting a protocol, refer to Operating Instructions for your printer.

When Printing PostScript from Windows

When print PostScript from Windows, refer to the Operating Instructions that comes with the optional PostScript 3, and configure to use the Network Interface Board with your printer driver.

When print it with NetWare

Configuration of form feed

You should not configure of form feed on NetWare. You do not need to configure on NetWare in order to control newpage with printer driver of Windows. There is the case that cannot print it justly when you configure.

If you want to do not do form feed, configure according to OS using it as follows.

- In case of Windows 3.1x, remove a check of **[Form feed]** in **[Network Settings]** dialog.
- In case of Windows95/98, you remove a check of **[Form feed]** with **[Printer Settings]** tab of property of printer.

Configuration of banner page

Please do not configure of banner page on NetWare.

If you want to do not add banner page, configure according to OS using it as follows.

- In case of Windows 3.1x, remove a check of **[Enable banner]** in **[Network Settings]** dialog.
- In case of Windows95/98, you remove a check of **[Enable banner]** with **[Printer Settings]** tab of property of printer.

Printing after Resetting the Printer

After resetting the remote printer, it will be cut off from the print server for about 30-40 seconds before connecting again. Due to the NetWare specification, print jobs may be accepted, but they will not be printed during this interval.

When using the printer as a remote printer, wait about 2 minutes after resetting the printer before attempting to print.

When Using DHCP

The following points are important when using DHCP (Dynamic Host Configuration Protocol).

Supported Systems

Windows NT Server 4.0 can be configured as a DHCP server.

Give the printer a static address

Configure the DHCP server to so that the printer has a static address.

Note

- ❒ When multiple DHCP servers exist, turn an equal reservation into all DHCP server. A Network Interface Board works by information from DHCP server replied to in the first place.

Follow these steps to provide the printer with a static IP address.

1 Start the DHCP manager.

2 Select the scope that will be used, and on the [Scope] menu, click [Reservation].

3 Enter the IP address into [IP Address].

4 Enter the MAC address of the Network Interface Board into [Unique Identifier].

Note

- ❒ Do not use hyphens to separate the numbers.
- ❒ If you don't know the MAC address, it can be found on the "configuration page" printed by the printer.

5 Input a name and comment into the [Client Name] and [Client Comment] boxes.

Note

- ❒ For additional information about client names, please refer to P.83 *"The Others"*.

6 Click [Add].

An IP address is reserved.

7 Click [Close], to close dialog.

The Others

- When you click **[Active Lease]** on the **[Scope]** menu of DHCP manager, a list of client leases appears. When the reserved IP address is not assigned to a Network Interface Board, a client name of this dialog appears the name that was input into with **[Add Reserved Clients]** dialog. When the reserved IP address is assigned to a Network Interface Board and comes to use it, an appearing client name changes in a printer name configured by Network Interface Board. However, only 13 characters appear here from the beginning of printer name.
- When IP address is not assigned by the DHCP server, the Network Interface Board uses 11.22.33.44 as temporary IP address. You can confirm the printer's IP address on the network configuration page. ⇒ P.84 *"Network Configuration Page"*
- Because 11.22.33.44 is a special IP address, you cannot print using this address.
- When used DHCP relay agent with the environment that dial up router was connected to a network, router is connected whenever packet can leave outgoing from Network Interface Board, and there may be the thing that great communication charges suffer.

When using the NIB Setup Tool

If the Network Interface Board is not browsed using the TCP/IP protocol, check if the TCP/IP environment is correctly configured in your computer.

Network Configuration Page

You can confirm the network information on the network configuration page.

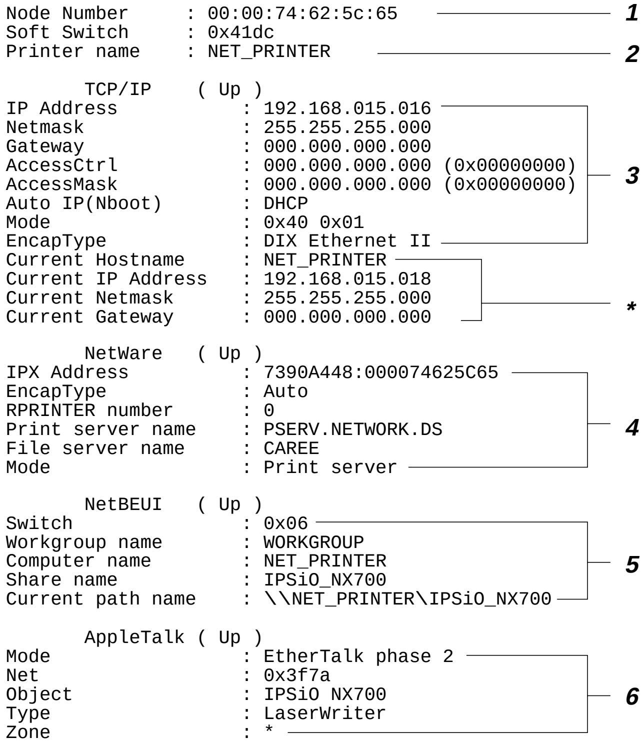
1 Confirm that the printer is online.

2 Push the switch on the Network Interface Board for two seconds, and release it.

The network configuration page is printed.

Note

❒ If you push the switch for five seconds, the system log information is printed. For more information on the meaning of the data printed , refer to P.75 *"System Log Information"*.



```
Node Number     : 00:00:74:62:5c:65
Soft Switch     : 0x41dc
Printer name    : NET_PRINTER

       TCP/IP    ( Up )
IP Address           : 192.168.015.016
Netmask              : 255.255.255.000
Gateway              : 000.000.000.000
AccessCtrl           : 000.000.000.000 (0x00000000)
AccessMask           : 000.000.000.000 (0x00000000)
Auto IP(Nboot)       : DHCP
Mode                 : 0x40 0x01
EncapType            : DIX Ethernet II
Current Hostname     : NET_PRINTER
Current IP Address   : 192.168.015.018
Current Netmask      : 255.255.255.000
Current Gateway      : 000.000.000.000

       NetWare   ( Up )
IPX Address          : 7390A448:000074625C65
EncapType            : Auto
RPRINTER number      : 0
Print server name    : PSERV.NETWORK.DS
File server name     : CAREE
Mode                 : Print server

       NetBEUI   ( Up )
Switch               : 0x06
Workgroup name       : WORKGROUP
Computer name        : NET_PRINTER
Share name           : IPSiO_NX700
Current path name    : \\NET_PRINTER\IPSiO_NX700

       AppleTalk ( Up )
Mode                 : EtherTalk phase 2
Net                  : 0x3f7a
Object               : IPSiO NX700
Type                 : LaserWriter
Zone                 : *
```

1. **MAC address**

2. **Printer name**

3. **TCP/IP**

IP address

Subnet mask

Default gateway address

Access control address

Access control mask

Network boot

(Command boot)

Frame type

* : The current configuration is displayed in DHCP active.

4. **NetWare**

IPX address

Frame type

Remote printer number

Print server name

Name of the connect file server

Active mode

5. **NetBEUI**

(this value is fixed)

Workgroup name

Computer name

Share name

Network path name

6. **AppleTalk**

Network number

Macintosh printer name

The type of printer

Name of the zone that printer belong to

Specifications

LAN interface	100BASE-TX, 10BASE-T
Frame type	EthernetII, IEEE802.2, IEEE802.3, SNAP
Protocol	• IPX/SPX NetWare 3.11, 3.12, 3.2, 4.1, 4.11, 5, IntranetWare • TCP/IP Windows 95 Windows 98 Windows NT 4.0 • NetBEUI Windows 95 Windows 98 Windows NT 4.0 • AppleTalk Mac OS 7.1 or later
SNMP	MIB-II, PrinterMIB, HostResourceMIB, RicohPrivateMIB

INDEX

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.
Increase the separation between the equipment and receiver.
Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
Consult the dealer or an experienced radio/TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Caution (in case of IEEE1284 or 100BASE-TX environment):

Properly shielded and grounded cables (STP) and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.

Caution (in case of 100BASE-TX environment):

AC adapter with ferrite core must be used for RF interference suppression.

Declaration of Conformity

Product Name: Network Interface Board
Model Number: Type185–E
Responsible party: Ricoh Corporation
Address: 5 Dedrick Place, West Caldwell, NJ 07006
Telephone number: 973-882-2000
This device complies with part 15 of FCC Rules.
Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. this device must accept any interference received,

including interference that may cause undesired operation.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Declaration of Conformity

“The Product complies with the requirements of the EMC Directive 89/336/EEC and the Low Voltage Directive 73/23/EEC.”

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

| means POWER ON.
○ means POWER OFF.

Network Interface Board Type185-E (Option)

OPERATING INSTRUCTIONS

UE (USA) B307-8617
EE (GB)

PostScript3 Kit
Type185
(Option)

OPERATING INSTRUCTIONS
SUPPPLEMENT

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

PostScript3 Kit Type185 (Option)

OPERATING INSTRUCTIONS SUPPPLEMENT

UE (USA) B308-8617
EE (GB)

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual.

Please read the Safety Information in the “Copy Reference” before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

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Adobe® and PostScript® are registered trademarks of Adobe Systems Incorporated.

Macintosh is registered trademark of Apple Computer, Incorporated.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

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1. PostScript3 Kit Type185

1. PostScript3 Kit Type185

Installable Options

The following items are installable options.

❖ **Tray 2**

500–sheet Input Tray. It consists of 1 tray.

❖ **Tray 2 and 3**

1000–sheet Input Tray. It consists of 2 trays.

❖ **Internal Tray**

Output is delivered face down.

❖ **Memory**

Up to 64 megabytes of optional memory can be installed in this machine. (Setting the total memory to 80 megabytes.)

Setting Up Options

To use the installed options correctly, you have to set up the printer driver. If the options are not recognized, you can't use options even though they are physically installed on your printer. The method of setting up the printer driver differs depending on your operating system.

❖ **Windows**

You can set up any of the options in the following tabs.

Operating System	Tab's name
Windows 95/98	[Device Option]
Windows 3.1x	[Features]
Windows NT4.0	[Device Settings]

Note

- ❒ You should access the printer driver from Windows to set up the options. You cannot set up options when accessing the printer driver from an application.

Limitation

- ❒ If you use Windows NT4.0, changing the settings of the Printer Properties requires full control access rights. Log on as an Administrator or a Power Users group member.

❒ If you use Adobe Page Maker 6.0 or 6.5 with Windows 95/98 or Windows NT4.0, you have to set up options in Adobe PageMaker's print dialog.

❖ **Macintosh**

You can set up any of the options from the **[Chooser]** dialog.

Reference

For more information on setting up options, refer to the “Operating Instructions” that comes with the printer.

Printing a Document

This section describes how to print a document using printer specific functions.

❖ Paper Source

The following table shows the tabs or menus where you can select this function.

Windows 95/98	[Paper] tab
Windows 3.1x	[Paper] tab
Windows NT4.0	[Page Setup] tab
Macintosh	[General] in the print dialog

❖ Destination Tray

The following table shows the tabs or menus where you can select this function.

Windows 95/98	[More Options] in the [Paper] tab
Windows 3.1x	[Features] tab
Windows NT4.0	[Printer Features] in [Document Options] in the [Advanced] tab
Macintosh	[Printer Specific Options] in the print dialog

❖ Resolution

Use this to set the resolution in dots per inch. The available options are 300dpi and 600dpi.

The following table shows the tabs or menus where you can select this function.

Windows 95/98	[Graphics] tab
Windows 3.1x	[Features] tab
Windows NT4.0	[Graphic] in the [Advanced] tab
Macintosh	[Printer Specific Options] in the print dialog

❖ Collate

Use this function to enable the collation feature. With this feature, the printer can efficiently print collated sets of a multiple-page document.
The following table shows the tabs or menus where you can select this function.

Windows 95/98	[Printer Features] in the [Device Options] tab
Windows 3.1x	[Features] tab
Windows NT4.0	[Collate Copies] in the [Page Setup] tab
Macintosh	[Printer Specific Options] in the print dialog

❖ Print Mode

Use this function to improve the print quality of text and graphics, and to reduce the amount of toner used when printing.
The available options are as follows:

- Through
  Both “Edge Smoothing” and ”Toner Saving” are invalid.
- Edge Smoothing
  Indentations in curved lines are automatically smoothed to produce a cleaner appearance.
- Toner Saving
  The amount of toner used in a print job will be reduced by about half. While this will increase the life of the toner, the output will appear slightly lighter.

The following table shows the tabs or menus where you can select this function.

Windows 95/98	[Printer Features] in the [Device Options] tab
Windows 3.1x	[Features] tab
Windows NT 4.0	[Printer Features] in [Document Options] in the [Advanced] tab
Macintosh	[Printer Specific Options] in the print dialog

❖ **Proof Printing**

Use this function to print only the first copy of a multiple-copy print job. The other copies are saved on the optional hard disk. The saved job can be printed or canceled from the machine's operation panel.

Note

❒ This function is not available on computers running Windows 3.1x or Windows NT4.0.

The following table shows the tabs or menus where you can select this function.

Windows 95/98	[Proof Print] tab
Windows 3.1x	-
Windows NT 4.0	-
Macintosh	[Proof Printing] in the print dialog

Collate, Print Mode

Follow the steps below to print a document using “Collate” or “Print Mode”.

Windows 95/98

1. **From an application, select the menu command to print. This will open the print dialog box.**
2. **Open the printer driver dialog.**
3. **Click the [Device Options] tab.**
4. **In the [Printer features] box, select the function you want to use.**

   The current setting is displayed in the **[Change settings for:]** list box.
5. **Use the [Change settings for:] list box to select the appropriate setting.**
6. **Click [Apply] to apply the settings you made.**
7. **After making all of the settings you want, click [OK] to close the Printer Properties dialog .**
8. **Start printing from the application's print dialog box.**

Windows 3.1x

1. **From an application, select the menu command to print. This will open the print dialog box.**

2 Open the printer driver dialog.

3 Click the [Features] tab.

4 In the [Features] box, the available functions are displayed. Use the [Selection] list box to select the appropriate setting.

5 After making all of the settings you want, click [OK] to close the Printer Properties dialog .

6 Start printing from the application's print dialog box.

Windows NT4.0

1 From an application, select the menu command to print. This will open the print dialog box.

2 Open the printer driver dialog.

3 If you want to collate, select [Collate] from the [Page Setup] tab.

4 Click the [Advanced] tab.

5 Under [Document Options], select the function you want to use.

The current setting is displayed in the **[Change settings]** list box in the lower part of the tab.

6 Use the [Change settings] box to select the appropriate setting.

7 Click [Apply] to apply the settings you made.

8 After making all of the settings you want, click [OK] to close the Printer Properties dialog .

9 Start printing from the application's print dialog box.

Macintosh

1 From an application, select the menu command to print. This will open the print dialog box.

2 Use the pop up menu to select [Printer Specific Options].

3 Use the pop up menu to select the appropriate setting.

4 After making all of the settings you want, click [OK].

Proof Print

Limitation

- ❒ Follow the steps below to print a document using "Proof Print".
- ❒ To use this function, the optional hard disk must be installed on your printer.

Note

- ❒ This function is not available on computers running Windows 3.1x, Windows NT4.0.

Windows 95/98

Note

- ❒ If the application has a collate option, make sure that it is not selected before sending a print job. By default, proof print jobs are automatically collated by the printer driver. If collate option is selected from the application print dialog box, more copies than intended may be printed.

1. **From an application, select the menu command to print. This will open the print dialog box.**
2. **Open the printer driver dialog.**
3. **Click the [Proof Print] tab, and select [Proof Printing].**
4. **In the [User ID] box, enter your User ID using up to 8 alphanumeric characters.**

   Note

   - ❒ This is used to identify the user associated with a job.
   - ❒ "User ID" consists of up to 8 alphanumeric (a-z, A-Z, 0-9) characters.
5. **Click [OK] to close the Printer Properties dialog.**
6. **Start printing from the application's print dialog box.**

   The proof print job is sent to the printer and one copy set is printed.
7. **Check the output to confirm whether the settings are OK, or not.**

   If the settings are OK , go to step 8 to print the rest of the print job.

   If not, you can delete the rest of the print job.⇒ P.9 *"Deleting a Proof Print File"*
8. **Press the 【User Tools】 key of the machine's operation panel.**
9. **Press 【 4】 of the number keys.**
10. **Select "Proof Print " under "Main Menu" and press the [Enter] key.**

11 **Select "Print File" under "Proof Print" and press the [Enter] key.**

12 **Select the file you want to print and press the [Enter] key**

Note

❒ You can identify the file you want to print by the User ID you entered in step **4** and the time when the job was saved.

13 **Press the [Enter] key to start printing.**

Macintosh

Note

❒ You have to install the Plug-in module. Refer to the “Operating Instructions” that comes with the printer for details to on installing the plug-in module to your computer.

1 **From an application, select the menu command to print. This will open the print dialog box.**

2 **Use the pop up menu to select [Proof Print].**

3 **Use the pop up menu to select the appropriate setting.**

4 **In the [User ID] box, enter your User ID using up to 8 alphanumeric characters.**

Note

❒ This is used to identify the user associated with a job.

❒ "User ID" consists of up to 8 alphanumeric (a-z, A-Z, 0-9) characters.

5 **After making all of the settings you want, click [Print].**

The proof print job is sent to the printer and one copy set is printed.

6 **Check the output to confirm whether the settings are OK, or not.**

If the settings are OK , go to step **7** to print the rest of the print job.

If not, you can delete the rest of the print job.⇒ P.9 *“Deleting a Proof Print File”*

7 **Press the【User Tools】key of the machine's operation panel.**

8 **Press【 4】of the number keys.**

9 **Select “Proof Print “ under “Main Menu” and press the [Enter] key.**

10 **Select "Print File" under "Proof Print" and press the [Enter] key.**

11 Select the file you want to print and press the [Enter] key

Note

❒ You can identify the file you want to print by the User ID you entered in step 4 and the time when the job was saved.

12 Press the [Enter] key to start printing.

Deleting a Proof Print File

If the settings are incorrect, you can delete the rest of the print job. Follow these steps.

1 Press the 【User Tools】 key of the machine's operation panel.

2 Press 【 4】 of the number keys.

3 Select “Proof Print “ under “Main Menu” and press the [Enter] key.

4 Select "Delete File" under "Proof Print" and press the [Enter] key.

5 Select the file you want to cancel and press the [Enter] key

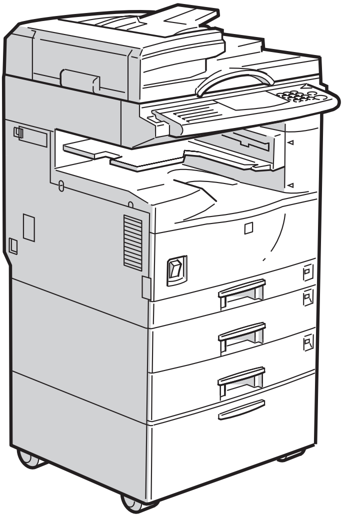
Note

❒ You can identify the file you want to cancel by the User ID and the time when the job was saved.

6 Press the [Enter] key to delete the file.

RS232 PC-FAX EXPANDER
TYPE185

USER'S GUIDE



Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

TABLE OF CONTENTS

1 INTRODUCTION

The PC-FAX EXPANDER Type 185 option is a combination of the physical connection between a PC and the fax machine using EIA Class 2 faxing software and PC software that expand the operations of the equipment by providing:

- faxing directly from the PC using the fax machine's modem
- the use of fax memory for improved faxing from the PC
- the use of the fax machine as a scanner
- TWAIN scanning capability from the PC
- the use of the fax machine as a laser printer

The RS232 PC-FAX EXPANDER Type 185 offers two fax communication paths: direct, and through fax memory.

Direct communication uses the fax machine's modem as its external modem, and increases broadcasting potential by being able to use the large PC memory.

Memory communication brings access to the fax machine faxing capabilities and the ability to direct where incoming fax messages will be received.

- Modified Modified Read (MMR) fax compression technique for more efficient transmission.
- Error Control Mode (ECM) for higher quality transmission.
- The fax machine's programmed Quick Dial, Speed Dial, and Group numbers to dial from the PC.
- G4 communication from your PC (with ISDN unit option only)

The RS232 PC-FAX EXPANDER Type 185 connection adds the fax machine's scanner and laser printer to your PC system's capabilities. You will be able to scan from the fax machine, as well as from your PC with the TWAIN driver provided.

Documents from your PC can be printed with 200 x 200 dpi resolution and proprietary using the fax machine's laser printer.

2 THE RS232 CABLE CONNECTION

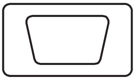
When the RS232 PC-FAX EXPANDER Type 185 is installed, your fax machine can be connected like an external modem to one of your PC communication ports. A PC usually has two communications, or serial, ports located in the back. These ports will accept 25-pin or 9-pin connectors (the type known as DB25 or DB9). The fax machine will use one of them. If you have a serial mouse, it may be using the other.

A serial port must be available to connect the RS232 PC-FAX EXPANDER Type 185 to your PC.

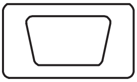
You will need a “straight-through” shielded serial cable to connect the fax to one of the serial ports located in the back of the PC. A shielded cable will protect the communication in noise radiating environments. The cable can be purchased at a local computer supply store.

One end of the cable should have a **25-pin male DB25-type** connector to plug into the fax machine’s PC-FAX EXPANDER port. The other end should have either a **25-socket female or a 9-socket female** connector to plug into the serial port on your PC.

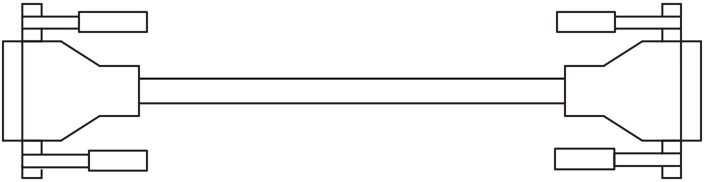
It is important to examine your PC to determine which female connector you will need for your cable.



DB25 MALE



DB25 OR DB9 FEMALE



Straight-through double-shielded cable

Note: Do not connect or disconnect the RS232C cable while the power is on to the connection device.

3 PC SOFTWARE

The following shows the software packages the RS232 PC-FAX EXPANDER Type 185 option supports. See their user guides for installation instructions. To aid installation, you will find some suggestions concerning the availability and configuration of COM ports on page 24 of this guide.

3.1 PC FAXING APPLICATION

The RS232 PC-FAX EXPANDER Type 185 is designed to work with several fax applications: Cheyenne® Bitware, SopWith Lite, CFM Twain, WinFax (BVRP). Availability of some options may depend on your locale.

Delrina WinFax Pro 7.0 users: See page 25 for an important setup note.

4 QUICK START

QUICK START procedures assume that you have installed a faxing application in your PC (see page 25) and that you are familiar with the fax machine’s operation. For CFM TWAIN installation and scanning procedures, see the supplement, “Scanning Via TWAIN”.

4.1 BASIC TRANSMISSION PROCEDURE

- Check the PC and fax machine settings.

	DIRECT TRANSMISSION	FAX MEMORY TRANSMISSION
●	PC is running the faxing software and modem is Class 2.	
●	Fax machine is on.	
●	FAX : User Parameter Switch 20 Digit 0 : 0 Direct Transmission	FAX : User Parameter Switch 20 Digit 0 : 1 Memory Transmission Digit 1 : 0 No G3 TTI Digit 1 : 1 G3 TTI
1.	PC: Prepare the file or message for sending.	
2.	PC: Change the printer to the faxing application. Select options.	
3.	PC: Choose Print command. Select options.	
4.	PC: In the dialing dialog box enter the recipient's name and other data.	
5.	PC: Dial the fax number.	PC : Dial the full fax number (for G3 or G4), or use coded dial numbers: # (Quick Dial Number) G3/G4‡ #* (Speed Dial Number) G3/G4‡ #** (Group Number) G3/G4‡
6.	PC: Click Start (or Send).	

To change the User Parameter Switch 20 digit settings, see page 8.

Quick Dial, Speed Dial, and Group Dial Prefixes

Fax numbers programmed at the fax machine as Quick Dial, Speed Dial, and Group numbers can be dialed from the PC by prefixing the numbers with the symbols, #, #*, #**.

For example:

TO DIAL FROM THE PC	ENTER	FOR
Quick Dial 01	# 0 1	G3/G4‡
Speed Dial 0 1	# * 0 1 (or # *0 0 1)	G3/G4‡
Group 01 (stored in Quick Dial 02)	# * * 0 1 (or # 0 2)	G3/G4‡

‡ Requires ISDN unit option.

4.2 BASIC RECEPTION

- Check the PC and fax machine settings.

	DIRECT RECEPTION	FAX MEMORY RECEPTION
●	PC is running the faxing software and set for automatic answering.	
●	PC modem is Class 2.	
●	Fax machine is on.	
●	FAX : User Parameter Switch 21 Digit 0 : 0 Fax Reception	FAX : User Parameter Switch 21 Digit 0 : 1 PC Reception Digit 1 : 0 PC Direct Reception Digit 1 : 1 PC Memory Reception Digit 2 : 0 Send to PC Digit 2 : 1 Print at FAX and send to PC

To change the User Parameter Switch 21 digit settings, see page 8.

4.3 SCANNING FROM THE FAX MACHINE

- Check the PC and fax machine settings.

●	PC is running the faxing software and set for automatic answering‡.
●	PC modem is Class 2.
●	Fax machine is on.
●	FAX: Check for Contrast, Resolution (Standard or Detail), Halftone.
1.	FAX: Place document in feeder or exposure glass.
2.	FAX: Press **Mode** key.
3.	FAX: Press Scan and press **Exit**.
4.	FAX: Press **Start**.

‡ See note CFM TWAIN Scanning, page 15.

4.4 PRINTING FROM THE FAX MACHINE

- Check the PC and fax machine settings.

●	PC is running the faxing software and modem is Class 2.
●	Fax machine is on.
1.	PC: Change the printer to the faxing application. Select options.
2.	PC: Select the file to print.
3.	PC: Select the **Print** command.
4.	PC: From the Dial (or Send) dialog box, dial **0 0 0 0**.
5.	PC: Click **Send** (Start).

5 USER PARAMETER SWITCH 20 AND 21

For more details, refer to “User Parameter Settings” in the fax machine manual.

The RS232 PC-FAX EXPANDER Type 185 option User Parameter Switch 20 and 21 provides new PC transmission and reception options:

- ✧ **direct transmission and receiving**
- ✧ **fax memory transmission and receiving**
- ✧ **fax TTI on or off for PC memory transmissions**
- ✧ **specifying the location of memory reception output**

Choosing memory transmission gives PC faxing.

- MMR fax compression for more efficient fax transmission
- ECM error correction for improved fax quality
- use of fax machine Quick Dial, Speed Dial, and Group numbers
- G4 network communication (with ISDN unit option only)

Switch 20 - Type 185 Transmission Options

Digit	Description	Default
0	Transmission 0 : PC Direct 1 : PC Memory	0
1	Send G3 TTI with Memory Transmission (when Digit 0 is 1) 0 : Fax TTI Off to avoid conflict with PC header 1 : Fax TTI On	0
2	Checkered Mark on the first page of fax messages or Files in Memory 0 : Not print Checkered Mark 1 : Print Checkered Mark	0
	Not used for this product. Do not change the factory settings.	
3	0	0
4	0	0
5	*Line selection at PC Memory Transmission(when Digit 0 is 1) 0 : G3 1 : G4‡	0
	Not used for this product. Do not change the factory settings.	
6	0	0
7	0	0

‡ Required ISDN unit option

* Line selection is only available when dialing numbers directly with the numeric keypad.

Switch 21 - Type 185 Reception Options

Digit	Description	Default
0	Reception 0 : Fax Reception 1 : PC Reception	0
1	PC Reception (when Digit 0 is 1) 0 : PC Direct Reception 1 : PC Memory Reception	0
2	Output Destination (when Digit 0 is 1 and Digit 1 is 1) 0 : Send to PC 1 : Print at Fax and send to PC Memory	0
3	Not used for this product. Do not change the factory settings. 0	0
4 5	Image Density (Lighter) for scanning Digits5, Digits4 (0, 1) Level 1 (1, 0) Level 2 (1, 1) Level 3	0 0
6 7	Image Density (Darker) for scanning Digits7, Digits6 (0, 1) Level 5 (1, 0) Level 6 (1, 1) Level 7	0 0

‡ If the PC can’t receive messages, the fax machine will print them (Substitute Reception. See page 13).

5.1 PROGRAMMING SWITCH 20 AND 21

Make User Parameter Switch changes by using User Tools Key to bring the switch into the character display, and then pressing the number of the digit to be changed on the **fax machine’s telephone keypad**. When installed, the Type 185 option will set Switch 20 and 21 as shown in the Default column. See page 6 and 7.

Pressing the NUMBER of the digit on the keypad toggles the setting between 0 and 1. See pages 20 and 21 for more information.

User Tools Key

Press the **User Tools** Key on Standby mode.

Press [Fax].

```
User Tools Main Menu      Select Item
1 System    2 Copier    3 Fax
4
 Counter   Language              Exit
```

Enter the function number for “Key Op. Settings” and press [Enter].

```
Fax Feature          Enter number
5 User Functions   6 Key Op. Settings
↑Prev.     ↓Next                 Menu
```

Enter the function number for “User Parameters”.

```
Key Settings 4/4      Enter number
13 Date/Time       14 UserParameters
15 Prt.U.Parameters
↑Prev.     ↓Next            Prev Menu
```

Select a number for a switch you wish to change by [↑Switch] and [↓Switch].

```
<User Parameters> Refer Op. Manual
Switch 00 Default:00000000
          Current:00000000
↑Switch    ↓Switch  Cancel    OK
```

When you have finish, press [OK].

6 TRANSMISSION

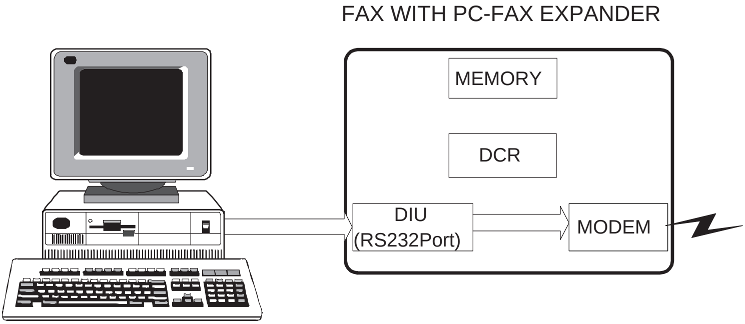
A RS232 PC-FAX EXPANDER Type 185 transmission from the PC will be either direct or through the fax machine memory. The transmission path is set by the fax machine’s **User Parameter Switch 20 Digit 0.** See section 5 for more Switch 20 information.

Special sending procedures for either direct or memory transmission is not required. The Quick Start section, page 4, offers a general description of faxing from the PC. Consult your faxing application's user manual for specific procedures and suggestions.

6.1 DIRECT TRANSMISSION

Direct transmission uses only the fax machine's modem. The operation is governed from PC faxing application and not the fax machine.

1. The **User Parameter Switch 20** is set for direct transmission.
   Digit 0 is 0. This is the default, or initial, setting. See page 6.
2. Follow the sending procedure of your faxing application's user manual.



DIU : The Digital Interface Unit, or RS232 Port
DCR : The Data Compression/Reconstruction Unit

The following fax capabilities will not be available.

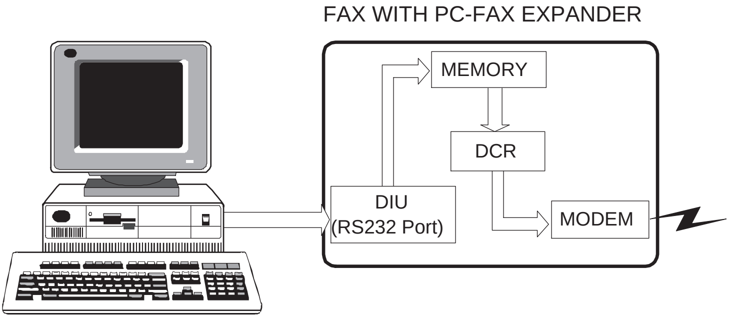
- MMR fax data compression technique
- ECM will be available only if your faxing application supports it
- Quick Dials, Speed Dials, and Group Dials
- Direct G4 transmission from the PC (with ISDN unit option)
- JBIG Transmission (with Fax Function Upgrade unit option)

6.2 MEMORY TRANSMISSION

Using fax memory will contribute the fax data processing to the fax transmission and give you additional dialing capabilities from your faxing application:

- MMR fax data compression technique,
- ECM
- use of fax Quick Dial, Speed Dial, and Group Dial,
- G4 transmission (with ISDN Unit Option)
- G3 Transmit Terminal Identifier (TTI) can be turned on or off.
  The TTI is initially turned off by User Parameter Switch 20 to avoid possible conflicts with the PC faxing application's fax header.

1. 1. Program **User Parameter Switch 20** for memory transmission.
   Digit 0 is 1.
   To program Switch 20 see page 8.
2. To send TTI, program **Switch 20 Digit 1 to 1**.
3. Follow the sending procedures of your faxing application's user manual.



DIU : The Digital Interface Unit, or RS232 Port
DCR : The Data Compression/Reconstruction Unit

FAX MEMORY OVERFLOW

If transmission from the PC fills the fax machine’s memory to capacity, the accumulated pages will be sent as a file. An error report will be issued by the fax machine.

6.3 QUICK DIALS, SPEED DIALS, AND GROUP DIALS

For more details, refer to “Quick Dial”, “Speed Dial”, “Group Dial” in the fax machine manual.

For Memory Transmissions you can use the fax machine's programmed Quick Dials, Speed Dials, and Group Dials to dial G3 and G4‡ destinations from the PC by using a dialing prefix.

1. **The User Parameter Switch 20** is set for memory transmission.
   Digit 0 is 1.
   See section 5 for more Switch 20 information.
2. Follow the sending procedures of your faxing application's user manual.
3. Dial as follows.

Quick Dial #	Press the pound key (#). Press the numbers of the Quick Dial.
Speed Dial # *	Press the pound key (#). Press the asterisk key *once* (*). Press the numbers of the Speed Dial
Group Number # * *	Press the pound key (#). Press the asterisk key *twice* (* *). Press the numbers of the Group
Group Quick Dial #	Press the pound key (#). Press the numbers of the *Quick Dial* programmed with the *Group*

For example :

TO DIAL:	**PRESS:**	**FOR:**
Quick Dial 01	# 0 1	G3/G4‡
Speed Dial 0 1	# * 0 1 (**or** # * 0 0 1)	G3/G4‡
Group 01 (stored in Quick Dial 02)	# * * 0 1 (**or** # 0 2)	G3/G4‡

‡ Requires ISDN unit option

6.4 DELETING PC FAX MEMORY FILES

The PC-FAX EXPANDER Type 185 option introduces “Info.” on standby mode and “Check/Cancel TX Files” function number specifically to delete PC-FAX EXPANDER memory transmission files.

A file can be deleted while being sent as a memory transmission or during an automatic redialing operation. The deletion will end the operation.

Check/Cancel TX Files

Press [Info.].

```
()Ready Set originals. Enter fax no.
Memory Trans.                    99%
                         Dest:  0
                     Mode      Info.
```

Enter the “Check/Cancel TX Files” function number with the number keys.

```
 Information          Enter number
1 Check/Cancel TX Files
2 Print TX File list
                    ↓Next     Exit
```

Press the < or > key until the file you want to delete is shown and press [Delete].

```
 <TX Files Status>  < Prev. > Next
27/09:59AM PC Memory TX    Standby
 G3 NEW YORK OFFICE Dest:3 Pg(s) 1
 Delete    Print    Check     Exit
```

Press [Yes].

```
 Cancel transmission and delete this
 file?
 G3 NEW YORK OFFICE Dest: 1 Pg(s) 1
                         No     Yes
```

Press [Exit]
and press again [Exit].

```
<TX Files Status>   < Prev.   > Next


 Delete    Print     Check     Exit
```

7 RECEPTION

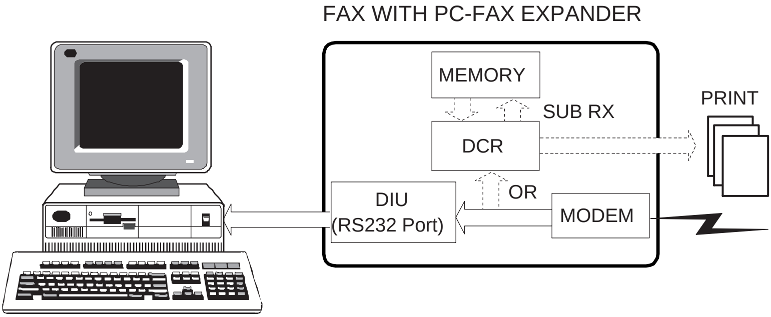
A RS232 PC-FAX EXPANDER Type 185 reception will be either direct, or through the fax machine memory. The reception path is set by the fax machine's **User Parameter Switch 21 Digit 1**. See section 5 for more Switch 21 information.

The Quick Start section, page 5, gives a general description of receiving fax messages. Consult your PC faxing application's user manual for specific procedures.

7.1 DIRECT RECEPTION

1. The User Parameter Switch 21 is set for PC Direct Reception.
   Digit 0 is 1 and digit 1 is 0, digit 2 is 0. To program Switch 21, see page 8.
2. The PC faxing application is running and set for automatic answering so that incoming faxes will be received without operator assistance.

If the PC can't receive the faxes the fax machine will print them automatically. If the fax also can't print the faxes it will store them in fax memory. See “Substitute Reception”, this page.



DIU : The Digital Interface Unit, or RS232 Port
DCR : The Data Compression/Reconstruction Unit

SUBSTITUTE RECEPTION

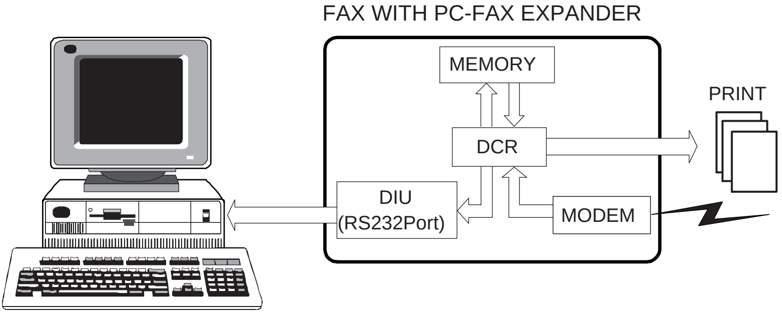
For more details, refer to “Substitute Reception” in the fax machine manual.

7.2 MEMORY RECEPTION AND DESTINATIONS

PC-FAX EXPANDER Memory Receptions will use the fax data processing resources of the fax machine. The destination of Memory Receptions are specified by User Parameter Switch 21, Digits 0,1, and 2. The fax machine is initially set to receive and print all Memory Receptions for the PC. See section 5 for more information about Switch 21.

1. The **User Parameter Switch 21** is set for memory reception.
   Digit 0 is 1 and Digit 1 is 1. To program Switch 21 see page 8.
2. The **User Parameter Switch 21** output destination is:
   To PC : **Digit 0 is 1** and **Digit 1** is 1 and **Digit 2 is 0**.
   To fax and PC : **Digit 0 is 1** and **Digit 1** is 1 and **Digit 2 is 1**.
3. The PC faxing application is running and set for automatic answering so that incoming faxes will be received without operator assistance.

If the PC can't receive the faxes the fax machine will print them automatically. If fax also can't print the faxes it will store them in fax memory.



DIU : The Digital Interface Unit, or RS232 Port
DCR : The Data Compression/Reconstruction Unit

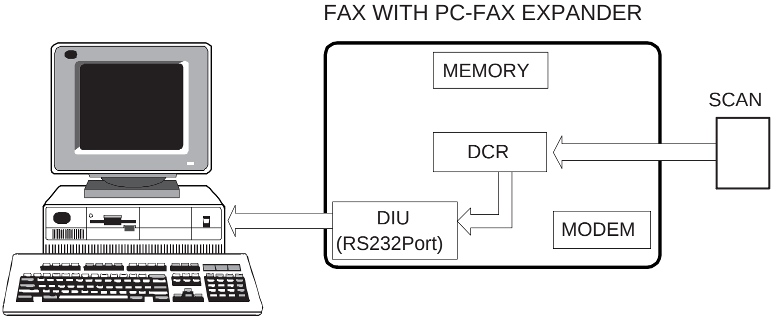
FAX MEMORY OVERFLOW

If receptions fill the fax machine's memory to capacity, the accumulated pages will be sent as a file to the location specified by Parameter Switch 21.

8 SCANNING IMAGES

With the RS232 PC-FAX EXPANDER Type 185 you can use your fax machine as a multipage scanner. When fully installed, the PC-FAX EXPANDER offers two scanning methods :

1. CFM TWAIN activated from a PC application
2. Mode key at the fax machine.



DIU : The Digital Interface Unit, or RS232 Port
DCR : The Data Compression/Reconstruction Unit

8.1 CFM TWAIN SCANNING

CFM TWAIN scanning can be activated from a PC application supporting TWAIN. For example, Cheyenne Bitware, CFM ScanWork.

Note: If CFM TWAIN can't be activated, turn off your faxing application's Auto Receive.

The TWAIN scanning procedure is described in the RS232 PC-FAX EXPANDER User's Guide supplement, “Scanning Via TWAIN”.

Basically, the document is set in the fax machine document feeder. The application is opened, the source is selected from the scan feature, and CFM TWAIN is acquired. When the module is opened, the scan parameters, such as line or halftone mode, page size format, resolution, contrast, are set and scanning can be performed.

8.1 SCANNING FROM THE FAX

Scanning from the fax machine is like sending a fax message to the PC. Receiving the scanned image at the PC is like receiving a fax as it is described in your faxing application manual.

1. Make sure the PC faxing application is running and set for automatic answering.
2. At the fax machine operator panel :
   - turn the Memory transmission off
   - make image quality selections :

Contrast	Darken, Normal, Lighten
Resolution	Standard, Detail‡
Halftone	

‡ **Super Fine resolution** (400 x 400 dpi) is not available for scanning. The resolution will default to Detail mode. Resolution is not adjustable during multi-page scanning.

SCANNING MODE

Set the document in the document feeder
Press [Mode].

```
()Ready  Set originals. Enter fax no.
Memory Trans.                      100%
G3                         Dest:  0
                       Mode      Info.
```

Enter the “Scan” function number with number keys and press [Exit].

```
Mode                         Select no.
 13 Scan

↑Prev.                         Exit
```

Press **Start**

```
()Ready   Set originals. Enter fax no.
 Immediate TX    Scan              100%
 **********
                          Mode      Info.
```

Start to scan the documents.

```
Now Scanning                    Page(s) 0
                      Memory 100%
*********
* Press Stop key to cancel TX
```

9 PRINTING AT THE FAX MACHINE

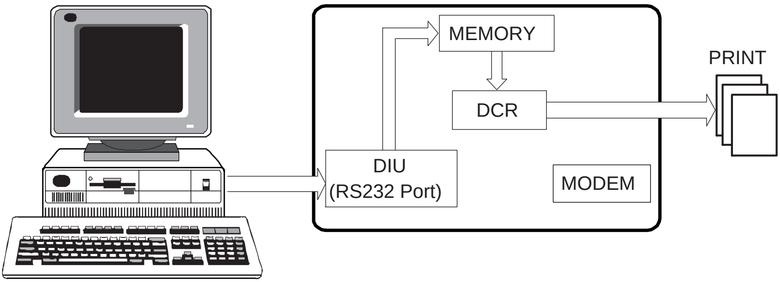
To use your fax machine as a printer, follow your PC faxing application's procedures for faxing documents from a Windows application.

When the dialing dialog box appears, use the **special four-digit fax dialing number, 0 0 0 0**, to send the document to the fax machine where it will be printed. No other settings are necessary.

From the Windows application :

1. Choose your faxing application as your printer.
2. Open the document you want to print.
3. Select the Print command and print options.
4. The PC fax application dialog box appears : **Dial 0 0 0 0**.
5. Click **Start** (or Send).

FAX WITH PC-FAX EXPANDER



DIU : The Digital Interface Unit, or RS232 Port
DCR : The Data Compression/Reconstruction Unit

10 REPORTS AND LISTS

10.1 TRANSMISSION CONFIRMATION REPORT - JOURNAL

For more details, refer to “Printing the TCR” or “Pringintg the Journal” in the fax machine manual.

RS232 PC-FAX EXPANDER transmissions and receptions are recorded on the TCR(Transmission Confirmation Report). They are identified with the new symbol.

* : PC

```
                  * * * TCR (July 23. 1999 5:15PM) * * *
                                                   1) TTI1   XYZ CO MPANY
                                                   1) TTI2   Head Office
<TX>
Date   Time     Destination        Mode     TX-Time Page   Result Pers. Name     File No.
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
Jul 23 9:00AM   NEW YORK           G3ITSM   0’20″   P. 3   OK                    0001
       1:00PM   PC ---->           PCTS     0’58″   P. 2   OK                    0002
       1:00PM   BOSTON             G3ITESM* 0’35″   P. 2   OK                    0002
       1:02PM   CHICAGO            G4TSM*   0’30″   P. 2   OK                    0002
       2:10PM   PC ---->           PCTS     0’15″   P. 2   E                     0004

       2:10PM   NEW YORK           G3TSM*   0’15″   P. 1   OK                    0004



<RX>
Date   Time     Destination        Mode     RX-Time Page   Result Pers. Name     File No.
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
Jul 23 1:40     TORONTO            G3IRES   0’40″   P. 1   OK                    003
Jul 23 1:40       ----> PC         PCRS     0’40’   P. 1   OK                    003
Jul 23 3:30     NEW YORK           G3IRES   0’25″   P. 1   OK                    005

TX       000003                           RX          000002

#  : Batch            C  : Confidential   $  : Transfer     P  : Polling
M  : Memory           L  : Send Later     @  : Forwarding   E  : Ecm
S  : Standard         D  : Detail         F  : Fine         u  : Super Fine
>  : Reduction        *  : PC
```

Transmit Files for July 23

File 1 (9:00AM)	G3 immediate transmission from fax machine to New York
File 2 (1:00PM)	G4 memory transmission (broadcasting) from PC to Boston and Chicago
File 4 (2:10PM)	G3 memory transmission failure from PC to New York

Receive Files for July 23

File 3 (1:40PM)	G3 memory reception to PC from Toronto
File 5 (3:30PM)	G3 memory reception to fax machine from New York

10.2 MEMORY TRANSMISSION REPORTS

Memory transmission reports include a new mode name to identify memory transmissions from the PC: PC MEMORY TX.

RESULT REPORT

```
         * * * COMMUNICATION RESULT REPORT (JUL. 23. 1999 1:01PM) * * *
                                                          1) TTI1   XYZ COMPANY
                                                          2) TTI2   Head Office

FILE   MODE            OPTION         ADDRESS(GROUP)          RESULT        PAGE
---------------------------------------------------------------------------------
004    PC MEMORY TX                   TOKYO OFFICE            OK            P. 1

---------------------------------------------------------------------------------
REASON FOR ERRORS
       1) HANG UP LINE FAIL           2) BUSY
       3) NO ANSWER                   4) NO FACSIMILE CONNECTION
```

Failure Report

```
         * * * COMMUNICATION RESULT REPORT (JUL. 23. 1999 5:10PM) * * *
                                                            1) TTI1   XYZ COMPANY
                                                            2) TTI2   Head Office

FILE   MODE            OPTION         ADDRESS(GROUP)          RESULT        PAGE
---------------------------------------------------------------------------------
008    PC MEMORY TX                   NEW YORK OFFICE         E-2)2)2)2)2)  P. 1

---------------------------------------------------------------------------------
REASON FOR ERRORS
       1) HANG UP LINE FAIL           2) BUSY
       3) NO ANSWER                   4) NO FACSIMILE CONNECTION
```

10.3 USER PARAMETER LIST

User Parameter Switch 20 and 21 appears on the User Parameter List (User tool keys).

```
         * * USER PARAMETER LIST (JUL. 23. 1999 10:00AM) * * *
                                                     1) TTI1   XYZ COMPANY
                                                     2) TTI2   Head Office

•
USER SWITCH
•
(SW20) TR29
 PC TX Mode                          Immediate TX    * Memory TX
   TTI                               ON              * OFF
   CHECKERED MARK PC                 ON              * OFF

(SW21) TR29
 PC RX Mode Selection              * ON                OFF
 PC RX Mode                          PC Direct RX    * PC                * PC+FAX
 Image Density (Lighter)           * 1                 2                   3
 Image Density (Darker)              5                 6                 * 7
```

APPENDIX

USER PARAMETER SETTINGS

For more details, refer to “User Parameter Settings” in the fax machine manual.

The fax machine's User Parameter Switches allow you to alter your fax machine operations to suit your needs and preferences.

Switch 20 Outline

Digit	Description	Default
0	Transmission 0 : PC Direct 1 : PC Memory	0
1	Send G3 TTI with Memory Transmission (when Digit 0 is 1) 0 : Fax TTI Off to avoid conflict with PC header 1 : Fax TTI On	0
2	Checkered Mark on the first page of fax messages or Files in Memory 0 : Not print Checkered Mark 1 : Print Checkered Mark	0
5	*Line selection at PC Memory Transmission(when Digit 0 is 1) 0 : G3 1 : G4‡	0

Digits 3, 4, 6 and 7 are not used for this product. Each has default of 0.

* Line selection is only available when dialing numbers directly with the numeric keypad.

‡ Required ISDN unit option

The switches will appear in the fax machine character display as rows of eight digits. The digits have a value of 0 or 1. These values define what the fax machine will do, and changing them will change what the fax machine will do.

```
<User Parameters>   Refer Op. Manual
 SWITCH 20 Default:00000000
           Current:00000000
↑Switch  ↓Switch   Cancel    OK
```

Each digit in the display is referred to in the Operator’s Manual by a number from 0 to 7, starting from the ***right***.

```
SWITCH 20    : 0 0 0 0 0 0 0 0
DIGIT NUMBER : 7 6 5 4 3 2 1 0
```

Switch 21 Outline

Digit	Description	Default
0	Reception 0 : Fax Reception 1 : PC Reception	0
1	PC Reception (when Digit 0 is 1) 0 : PC Direct Reception 1 : PC Memory Reception	0
2	Output Destination (when Digit 0 is 1 and Digit 1 is 1) 0 : Send to PC 1 : Print at Fax and send to PC	0
4 5	Image Density (Lighter) for scanning Digits5, Digits4 (0, 1) Level 1 (1, 0) Level 2 (1, 1) Level 3	0 0
6 7	Image Density (Darker) for scanning Digits7, Digits6 (0, 1) Level 5 (1, 0) Level 6 (1, 1) Level 7	0 0

Digits 3 is not used for this product. Each has default of 0.

The switches will appear in the fax machine character display as rows of eight digits. The digits have a value of 0 or 1. These values define what the fax machine will do, and changing them will change what the fax machine will do.

```
<User Parameters>   Refer Op. Manual
 SWITCH 21 Default:00000000
           Current:00000000
↑Switch  ↓Switch   Cancel    OK
```

Each digit in the display is referred to in the Operator’s Manual by a number from 0 to 7, starting from the ***right***.

```
SWITCH 21    : 0 0 0 0 0 0 0 0
DIGIT NUMBER : 7 6 5 4 3 2 1 0
```

The Default row is the switch as it was set at the factory. The Switch row will show the changes that have been made. In the illustration on page 20 and 21 the rows are identical; the Switch has not been changed.

Examples

User Parameter Switches appear in the character display when you are programming new digit values. See section 5, page 6, for information. Following are some of the ways Switch 20 and 21 would appear. (Digits 7, 6, 4 and 3 of switch 20, and dgits 3 of switch 21 are always 0.)

Memory TX, TTI off, No Print C-Mark 001
(NA)
(NA)
G3 0

```
<User Parameters> Refer Op. Manual
SWITCH20 Default:00000000
         Current:00000001
↑Switch  ↓Switch   Cancel    OK
```

PC Reception, PC Memory RX 11
Print at FAX and send to PC 1
(NA)

```
<User Parameters> Refer Op. Manual
 SWITCH21 Default:00000000
          Current:00000111
↑Switch  ↓Switch   Cancel    OK
```

Direct TX, TTI off, No Print C-Mark 000
(NA)
(NA)
G3 0

```
<User Parameters> Refer Op. Manual
 SWITCH20 Default:00000000
          Current:00000000
↑Switch  ↓Switch   Cancel    OK
```

PC Reception, PC Direct RX 01
Print at Fax and send to PC 0
(NA)

```
<User Parameters> Refer Op. Manual
 SWITCH21 Default:00000000
          Current:00000001
↑Switch  ↓Switch   Cancel    OK
```

Memory TX, TTI on, Print C-Mark 111
(NA)
(NA)
G4(ISDN option required) 1

```
<User Parameters> Refer Op. Manual
 SWITCH20 Default:00000000
          Current:10000111
↑Switch  ↓Switch   Cancel    OK
```

PC Reception, PC Direct RX 01
Send to PC 0
(NA)

```
<User Parameters> Refer Op. Manual
 SWITCH21 Default:00000000
          Current:00000001
↑Switch  ↓Switch   Cancel    OK
```

Memory TX, TTI on, No Print C-Mark 011
(NA)
(NA)
G3 0

```
<User Parameters> Refer Op. Manual
 SWITCH20 Default:00000000
          Current:00000011
↑Switch  ↓Switch   Cancel    OK
```

PC Reception, PC Memory RX 11
Print at FAX and send to PC 1
(NA)

```
<User Parameters> Refer Op. Manual
 SWITCH21 Default:00000000
          Current:00000111
↑Switch  ↓Switch   Cancel    OK
```

G4 TRANSMISSION FROM THE PC(WITH ISDN UNIT OPTION)

For more details, refer to "ISDN unit option" in fax machine manual.

G4 transmission requires the installation of the ISDN Unit in the fax machine.

To dial G4 fax numbers from the PC, use programmed Quick Dials and Speed Dials with special prefixes. Using the programmed Dials requires setting the fax for memory transmission. The fax machine will add the G4 Terminal ID to the transmission.

1. 1. The **User Parameter Switch 20** is set for memory transmission.
   Digit 0 is 1.
   See section 5 for more Switch 20 information.
2. Program fax machine Quick Dials and Speed Dials with G4 fax number and subaddress if needed.
   For more details, refer to Quick Dials and Speed Dials with G4 fax number in the fax machine manual:
3. Follow the sending procedures of your faxing application's user manual.
4. Dial the prefixes and the G4 Quick Dial or Speed Dial numbers from the PC as described in section 6.3.

For example:

TO DIAL :	**PRESS :**
G4 Quick Dial 03	# 0 3
G4 Speed Dial 03	# * 0 3 (**or** # * 0 0 3)
G4 Group 04 (stored in Quick Dial 05)	# * * 0 4 (**or** # 0 5)

INSTALLATION SUGGESTIONS

If your faxing application has difficulty locating the modem, check the fax machine to be sure it is on and ready: Turn it off. Wait a few seconds. Turn it back on.
Run the MS-DOS diagnostics to review the COM ports and IRQs for possible conflicts.

COMMUNICATION PORTS

The PC’s serial ports are usually configured as COM1 and COM2. They are assigned Interrupt Request numbers (IRQs). IRQs establish priorities, which prevent conflicts occurring when two devices want to use the same resources at the same time.

To determine the availability of COM ports and their IRQs, Windows users can run the MS-DOS diagnostics program. Change the directory to the root and type **msd**:

```
C:\WIN> cd\
C:\>msd
```

When the diagnostics menu appears, choose “COM Ports”. The next screen will show what COM ports are enabled or available. Choose “IRQ Status” to show what Interrupt Request status each COM port has. The COM ports must not have the same IRQ: they are usually configured with IRQ4 and IRQ3.

For example :

```
                     IRQ STATUS

IRQ  ADDRESS      DESCRIPTION    DETECTED          HANDLED BY

  3  F000: EF6F   COM2: COM4:    COM2              BIOS
  4  CE29: 0096   COM1: COM3:    COM1:             BIOS
```

The installation of an internal modem might cause an IRQ conflict between two ports, even if no device is using the second port. The second port may have been disabled to overcome the problem.

One solution is to remove the internal modem and re-enable the COM port. Another solution is to install a third serial port.

---

‡ MS-DOS Version 5.0 and higher; Windows 95

FAXING APPLICATIONS

To work with the RS232 PC-FAX EXPANDER Type 185, the PC connected to the fax machine must have a PC faxing application installed in it. The following Class 2 faxing applications have been tested with the Type 185 option:

Cheyenne® Bitware, Sopwith Lite, CFM Twain, WinFax (BVRP)

Availability of some options may depend on your locale.

IMPORTANT NOTE FOR DELRINA WINFAX PRO 7.0 USERS:
To avoid operation problems, the application’s default communication port should be the same as the communication port you have selected for the PC-FAX EXPANDER Type 185, (COM2, COM3, or other).

The application’s original default port is TAPI. To change it, pull down the application’s Setup menu.

1. Select “Modem”.
2. Select “Properties”.
3. Pull down the list of communication port settings and select the PC-FAX EXPANDER communication port: COM 2, COM 3, or other.
4. Close.

TECHNICAL SERVICE ASSISTANCE

For assistance, please contact your local dealer.

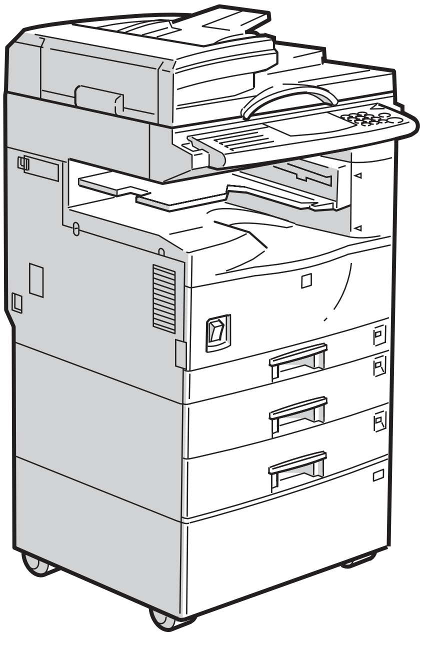
Part No. A894-8602
Printed in JAPAN

GB DE FR IT ES SV NO NL DA

FAX Option Type 185

OPERATING INSTRUCTIONS

FACSIMILE REFERENCE (option)



THYH010E

Read this manual carefully before you use this manual and keep it handy for future reference. For safety, please follow the instructions in this manual.

FAX Option Type 185 OPERATING INSTRUCTIONS

Printed in Japan
UE USA A891-8607

Available Options

- Fax Function Upgrade (Fax Function Upgrade Type 185)
- Expansion Memory (32 MB: DIMM)
- PC-FAX Expander (PC-FAX Expander Type 185)
- Handset (Handset Type 100)

Supply

- Marker Ink (Marker Type 30 is recommended for the best performance.)

NOTICE

⚠ CAUTION:

Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Shielded interconnect cables must be employed with this equipment to ensure compliance with the pertinent RF emission limits governing this device.

Although this equipment can use either loop disconnect or DTMF signalling, only the performance of the DTMF signalling is subject to regulatory requirements for correct operation. It is therefore strongly recommended that the equipment is set to use DTMF signalling for access to public or private emergency services. DTMF signalling also provides faster call set up.

Direct (or indirect reflected eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Note

❒ Some illustrations may be slightly different from your machine.

❒ Certain options may not be available in some countries. For details, please contact your local dealer.

Notice about the Telephone Consumer Protection Act (Valid in USA only).

The Telephone Consumer Protection Act of 1991 among other things makes it unlawful for any person to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business, other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. This information is transmitted with your document by the TTI (Transmit Terminal Identification) feature. In order for you to meet the requirement, your machine must be programmed by following the instructions in the accompanying Operation Manual. In particular, please refer to the chapter of Installation. Also refer to the TTI (Transmit Terminal Identification) programming procedure to enter the business identification and telephone number of the terminal or business. Do not forget to set the date and time.

Thank you.

ENERGY SAVING INFORMATION

As an Energy Star Partner, we have determined that this fax model meets Energy Star guidelines for energy efficiency. This product was designed to reduce the environmental impact associated with fax equipment. This is accomplished by means of energy saving features such as Low Power mode. Please see applicable sections of operating instructions for details.

ENERGY STAR®

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio /TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

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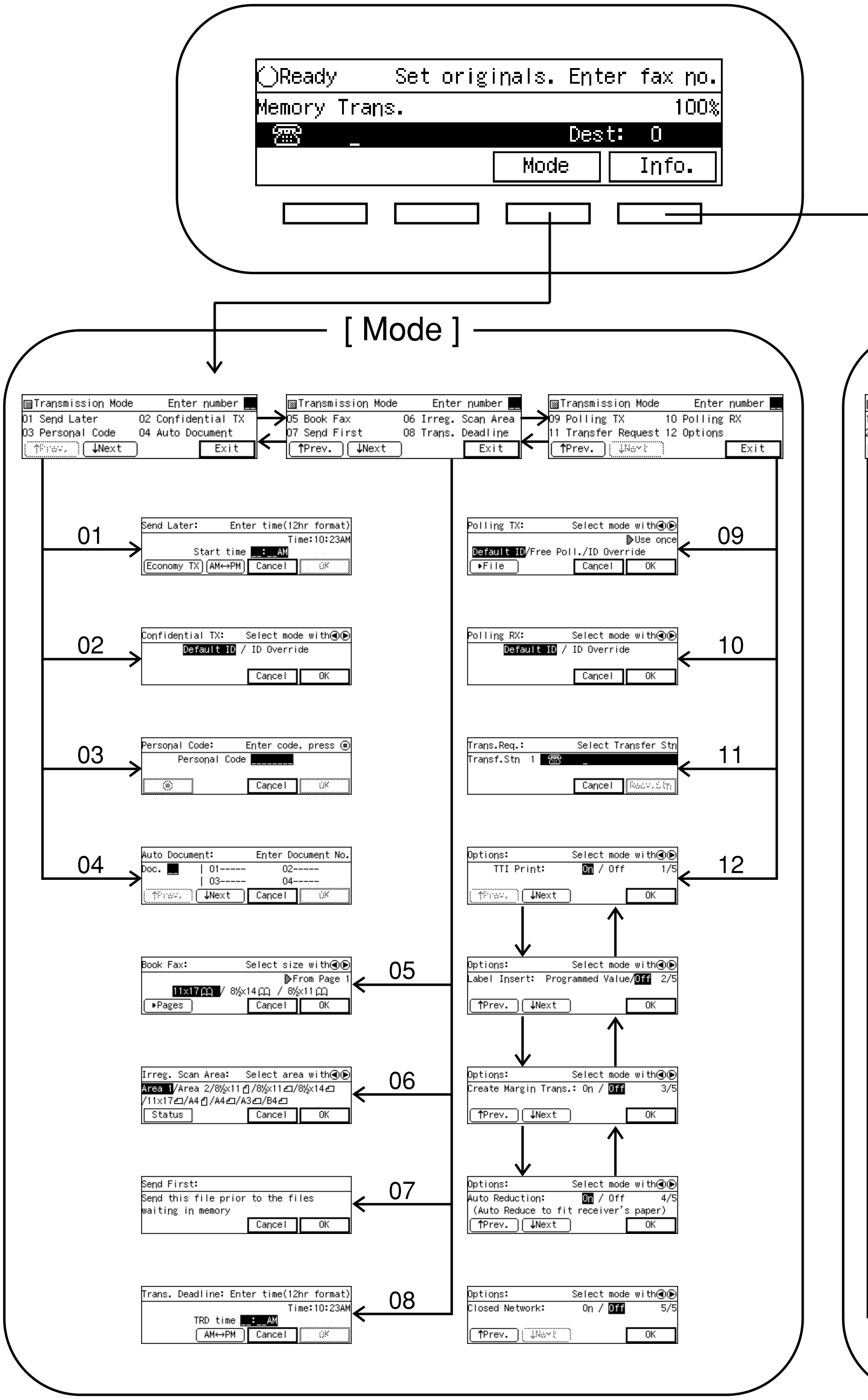
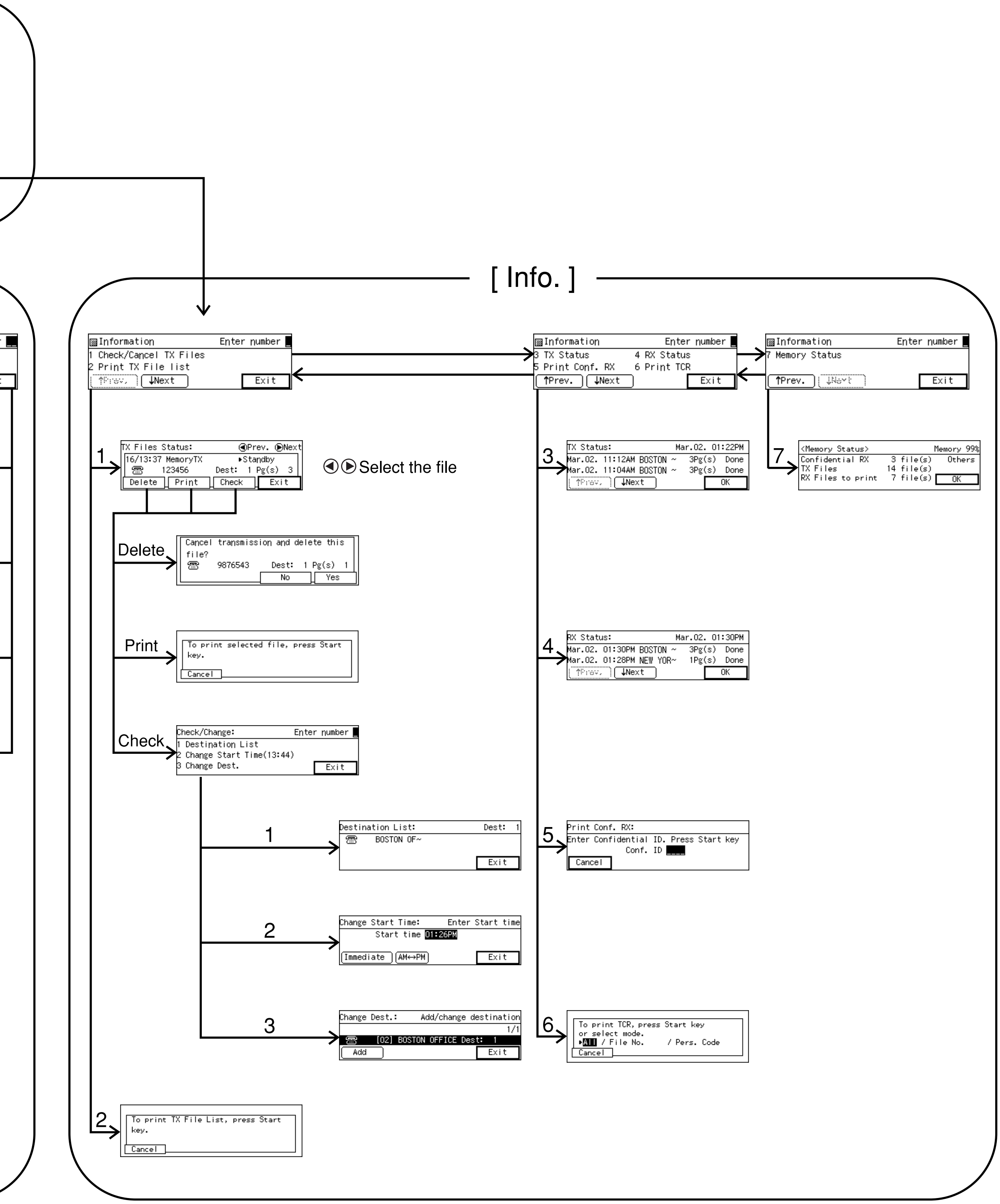
FUNCTION MAP


Ready Set originals. Enter fax no.
Memory Trans. 100%
Dest: 0
Mode
Info.
[Mode]
Transmission Mode Enter number
01 Send Later 02 Confidential TX
03 Personal Code 04 Auto Document
↑Prev. ↓Next Exit
Transmission Mode Enter number
05 Book Fax 06 Irreg. Scan Area
07 Send First 08 Trans. Deadline
↑Prev. ↓Next Exit
Transmission Mode Enter number
09 Polling TX 10 Polling RX
11 Transfer Request 12 Options
↑Prev. ↓Next Exit
01
Send Later: Enter time(12hr format)
Time:10:23AM
Start time _:_ AM
Economy TX AM↔PM Cancel OK
02
Confidential TX: Select mode with◀▶
Default ID / ID Override
Cancel OK
03
Personal Code: Enter code, press ✱
Personal Code _______
✱ Cancel OK
04
Auto Document: Enter Document No.
Doc. _ | 01----- 02-----
| 03----- 04-----
↑Prev. ↓Next Cancel OK
05
Book Fax: Select size with◀▶
▶From Page 1
11x17 / 8½x14 / 8½x11
▸Pages Cancel OK
06
Irreg. Scan Area: Select area with◀▶
Area 1/Area 2/8½x11/8½x11/8½x14
/11x17/A4/A4/A3/B4
Status Cancel OK
07
Send First:
Send this file prior to the files waiting in memory
Cancel OK
08
Trans. Deadline: Enter time(12hr format)
Time:10:23AM
TRD time _:_ AM
AM↔PM Cancel OK
09
Polling TX: Select mode with◀▶
▶Use once
Default ID/Free Poll./ID Override
▸File Cancel OK
10
Polling RX: Select mode with◀▶
Default ID / ID Override
Cancel OK
11
Trans.Req.: Select Transfer Stn
Transf.Stn 1 ☎ _
Cancel Recv.Stn
12
Options: Select mode with◀▶
TTI Print: On / Off 1/5
↑Prev. ↓Next OK
Options: Select mode with◀▶
Label Insert: Programmed Value/Off 2/5
↑Prev. ↓Next OK
Options: Select mode with◀▶
Create Margin Trans.: On / Off 3/5
↑Prev. ↓Next OK
Options: Select mode with◀▶
Auto Reduction: On / Off 4/5
(Auto Reduce to fit receiver's paper)
↑Prev. ↓Next OK
Options: Select mode with◀▶
Closed Network: On / Off 5/5
↑Prev. ↓Next OK



```
Information                Enter number
1 Check/Cancel TX Files
2 Print TX File list
↑Prev.  ↓Next                     Exit
```

```
Information                Enter number
3 TX Status          4 RX Status
5 Print Conf. RX     6 Print TCR
↑Prev.  ↓Next                     Exit
```

```
Information                Enter number
7 Memory Status

↑Prev.  ↓Next                     Exit
```

```
TX Files Status:            ◀Prev. ▶Next
16/13:37 MemoryTX          ▸Standby
☎      123456       Dest:  1 Pg(s)  3
Delete    Print    Check    Exit
```

```
Cancel transmission and delete this
file?
☎      9876543      Dest:  1 Pg(s)  1
                         No       Yes
```

```
To print selected file, press Start
key.
Cancel
```

```
Check/Change:              Enter number
1 Destination List
2 Change Start Time(13:44)
3 Change Dest.                    Exit
```

```
Destination List:              Dest:  1
☎     BOSTON OF~
                                  Exit
```

```
Change Start Time:     Enter Start time
        Start time 01:26PM
Immediate  AM↔PM                  Exit
```

```
Change Dest.:     Add/change destination
                                    1/1
☎     [02] BOSTON OFFICE Dest:  1
Add                               Exit
```

```
To print TX File List, press Start
key.
Cancel
```

```
TX Status:              Mar.02. 01:22PM
Mar.02. 11:12AM BOSTON ~   3Pg(s)  Done
Mar.02. 11:04AM BOSTON ~   3Pg(s)  Done
↑Prev.  ↓Next                       OK
```

```
RX Status:              Mar.02. 01:30PM
Mar.02. 01:30PM BOSTON ~   3Pg(s)  Done
Mar.02. 01:28PM NEW YOR~   1Pg(s)  Done
↑Prev.  ↓Next                       OK
```

```
Print Conf. RX:
Enter Confidential ID. Press Start key
            Conf. ID ____
Cancel
```

```
To print TCR, press Start key
or select mode.
▸All / File No.     / Pers. Code
Cancel
```

```
<Memory Status>              Memory 99%
Confidential RX     3 file(s)    Others
TX Files           14 file(s)
RX Files to print   7 file(s)      OK
```

TABLE OF CONTENTS

1. Getting Started

2. Sending a Fax Message

3. Receiving a Fax Message

4. Advanced Transmission Features

5. Communication Information

6. Troubleshooting

7. Facsimile User Tools

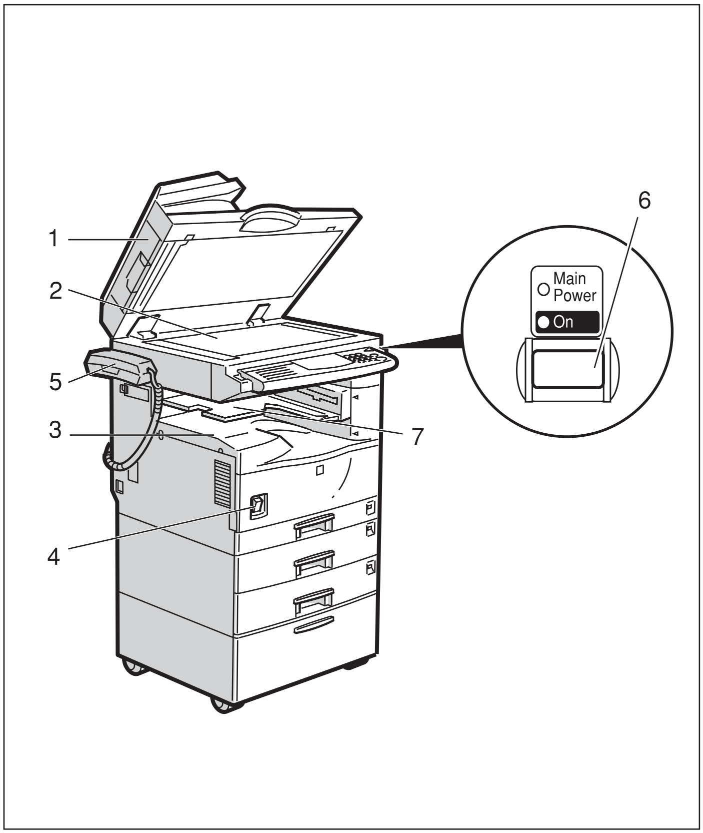
8. Entering Text

9. Maintaining Your Machine

10. Appendix

GUIDE TO COMPONENTS

Front View



***1.* Document Feeder (ADF) / Platen Cover**

This holds up to 50 sheets which are fed at a time. Place the document face up here. Close this platen cover when you set a document on the Exposure Glass.

***2.* Exposure Glass**

Place the original aligning its upper left corner with the reference mark at the upper left corner of the exposure glass.

***3.* Internal Tray**

Usually received fax messages are printed to the Internal Tray. Other tray can also be selected for other prints or copies.

See “Changing the Machine's Settings” of the System Settings.

***4.* Main Power Switch**

Do not touch this switch. This switch is used only by a service representative.

Note

- ❒ If the Operation switch is on and there is still no power, turn on the Main Power switch.
- ❒ If you leave the **Main Power** off for more than about an hour, all files in memory are lost.

5. Optional Handset

This permits voice communication.

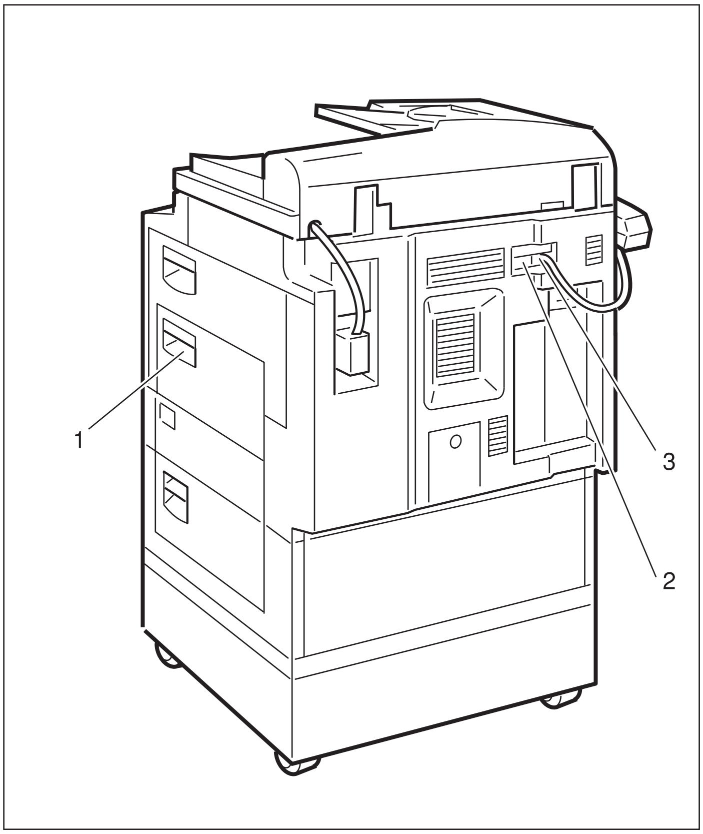
6. Operation Switch

Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off).⇒ P.6 *"Turning On The Power"*, P.11 *"Automatic Power Reception Function"*,P.114 *"WHEN POWER IS TURNED OFF OR FAILS"*

7. Internal Tray 2 (option)

This tray can also be selected for other prints or copies.

Rear View



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1. Bypass Tray

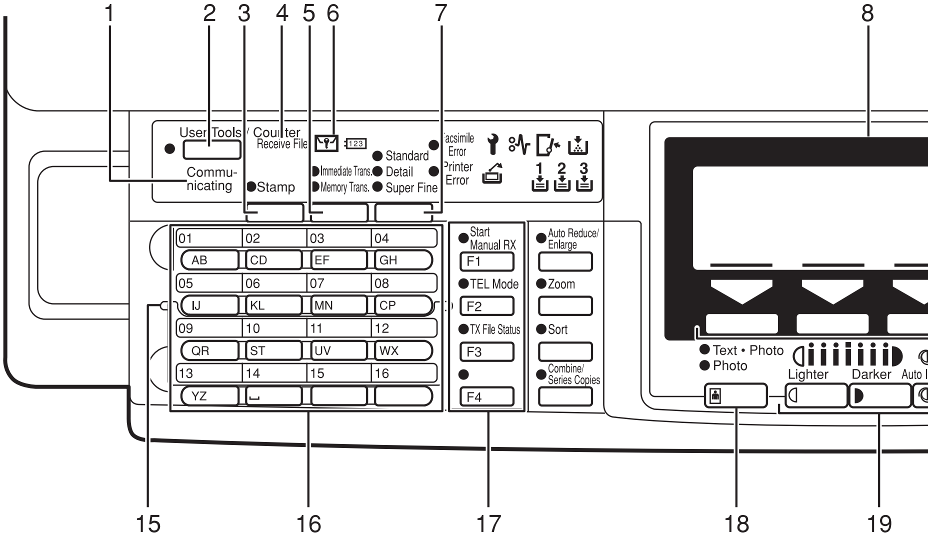
Select this tray to use non-standard size paper.

See *"HOW TO SET AN ORIGINAL"* in the Copy Reference.

2. Analog Line Connector

3. Optional Handset/External Telephone connector

OPERATION PANEL



1. Communicating Indicator

Lights during transmission or reception.

2. 【User Tools/Counter】 key

Press to enter User Tools mode. These tools allow you to customize the default settings.

3. Stamp key

4. Receive File Indicator

Lights to tell you a message has been received into memory. Note that this indicator does not inform you of a Confidential reception.

5. Transmission Mode key

Press the key to toggle between Memory Transmission (**Memory Trans.**) and Immediate Transmission (**Immediate Trans.**) modes.

6. Confidential File Indicator

Lights when a message has been received into memory with Confidential Reception. ⇒ P.102 *"PRINTING A CONFIDENTIAL MESSAGE"*

7. Resolution key

Press to switch between **Standard**, **Detail** and **Super Fine** (optional Expansion Memory required).

8. LCD display

This guides you through tasks and informs you of the machine status. Messages appear here.

9. 【Speed Dial】 key

Press to select a Speed Dial.

10. 【On Hook Dial】 key

Use for making a phone call from the keypad. You do not have to lift the handset.

11. 【Program】 key

This key is used in Copier mode.

12. 【Clear Modes】 key

Cancels the current setting and returns to standby with a single keystroke.

13. 【Energy Saver】 key

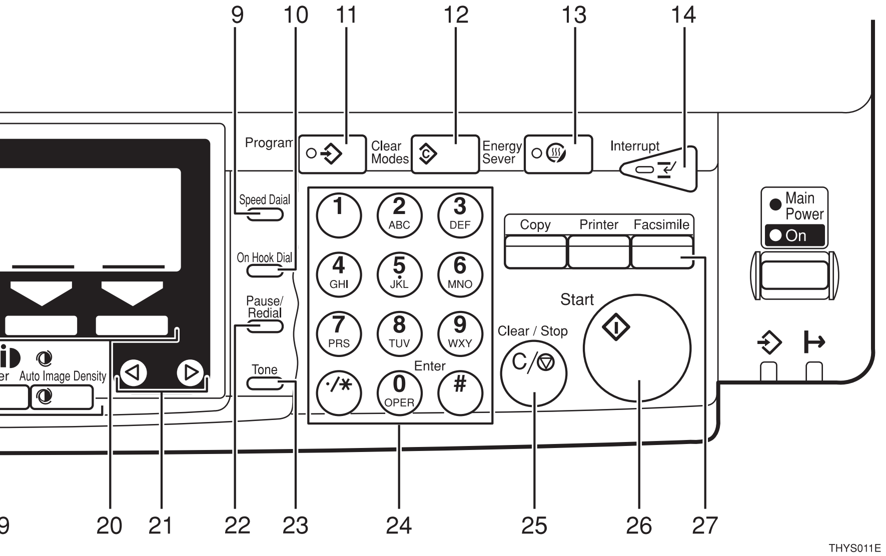
Hold down for more than a second to enter energy saving mode.

14. 【Interrupt】 key

Interrupts the current fax operation to start copying.

15. Quick Dial Flip Plate

Flip this plate down to access Quick Dial keys 01 through 16, flip up to access keys 17 through 32.



16. Quick Dial keys

Use to dial numbers at a single touch or to enter letters and symbols. Also use for Group Dial, Keystroke and Program features.

17. User Function keys

Each of these can be programmed for rapid access to frequently used features.

❖ Features Programmed by Default

Key	Standard
F1	Start Manual RX
F2	TEL Mode
F3	Transmission Result Display
F4	-

18. 【Original Type】 key

Use when sending a halftone image such as a photograph or a color original.

19. 【Lighter】 and 【Darker】 keys and 【Auto Image Density】 key

Press this key to adjust the density.

20. 【Selection】 keys

Press the key under the item you wish to select.

21. ◁ ▷ keys

Press to move the cursor or select functions

22. 【Pause/Redial】 key

Pause:

Inserts a pause when you are dialing or storing a fax number. A pause cannot be inserted as the first digit.

Redial:

Press to redial one of the last ten numbers.

23. 【Tone】 key

Press to send tonal signals down a pulse dialing line.

24. Number keys

Use to dial fax numbers or enter the number of copies.

25. 【Clear/Stop】 key

Clear:

Deletes one character or digit

Stop:

Interrupts the current operation (transmission, scanning, copying or printing).

26. 【Start】 key

Press to start all tasks.

27. 【Fax】 key

Press to switch to fax mode. It lights in red if the optional Facsimile unit has problem, there is a communication error or there is no paper in the cassette. ⇒ P.112 *“When the 【Fax】 key is Lit in Red”*

STARTING THE MACHINE

To start the machine, turn on the operation switch.

Note

❐ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See “08. Energy Saver Timer”, “09. Auto Off Timer” of the System Settings.

Power switches

This machine has two power switches: See P.1 *“GUIDE TO COMPONENTS”*

❖ **Operation switch**

Turn on this switch to activate the machine. When the machine has warmed up, you can make copies or send faxes.

❖ **Main power switch**

Do not touch the main power switch. It should be used only by a service representative when the optional fax unit is installed.

Important

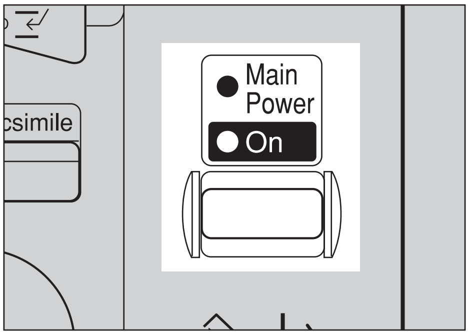
❐ If you leave the main power switch off for more than one hour, all files in memory are lost. See “Turning Off The Power” below.

Turning On The Power

1 **Make sure that the power cord is plugged into the wall outlet firmly and Main Power Switch is on.**

2 **Turn on the operation switch to make the On indicator light up.**

The panel display will come on.



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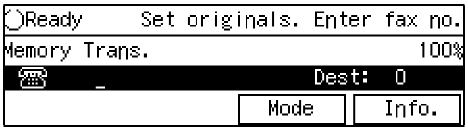


```
○Ready     Set originals. Enter fax no.
Memory Trans.                       100%
 ☎    _                    Dest:   0
                          Mode    Info.
```

Note

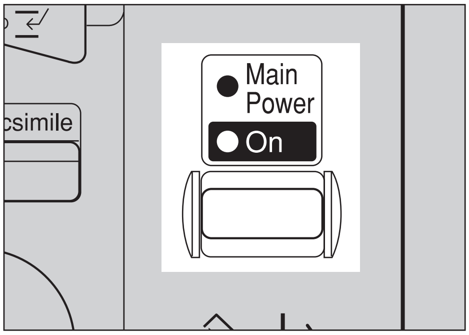
❐ If nothing happens when you turn on the operation switch, check if the main power switch is turned on.

❐ During the warm-up period, you can use the Auto Start function. See “Auto Start — Entering Copy Job Settings During the Warm-up period” of the Copy Reference.

❐ Warming-up time is 30 seconds.

Turning Off The Power

1 Turn off the operation switch to make the On indicator go off.



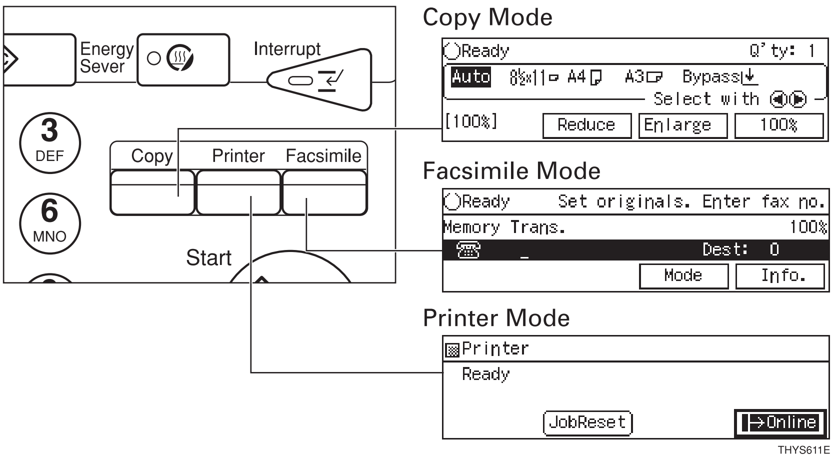
THYS030E

Important

- ❒ Before you unplug the power cord, make sure that the remaining memory space indicates 100 % on the display for facsimile mode.
- ❒ Files stored in memory will be lost an hour after you turn the main power switch off or you unplug the power cord. ⇒ P.114 *"WHEN POWER IS TURNED OFF OR FAILS"*

SWITCHING BETWEEN COPY MODE AND FAX MODE

You can use this machine both as a fax machine and a copier. Ordinarily when you turn on the power switch, the Copy screen is shown and you are ready to make copies. When you wish to use fax functions, press the **【Fax】** key on the left of the operation panel.



Limitation

- ❐ You cannot switch modes under the following circumstances:
    - While scanning in a fax
    - During Immediate Transmission
    - While editing the System Settings
    - During Interrupt Copying
    - While using On-hook Dial

READING THE DISPLAY

The display tells you the machine status and guides you through operations.

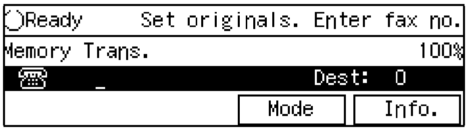
Note

- ❒ Functions that have been selected are hilighted as shown (11×17). Keys that you can not select are shown with a dashed outline (↑Prev.).
- ❒ All procedures in this manual assume you are in Fax mode. By default, when you turn the machine on it is in Copy mode. Press the **【Fax】** key change to Fax mode. You can have the machine start in Fax mode. See "Changing the Machine's Settings" of the System Settings.

Standby Display

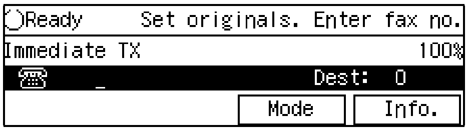
While the machine is in the standby mode (immediately after it is turned on or after the **【Clear Modes】** key is pressed), the following display is shown.

❖ Memory Transmission



```
Ready      Set originals. Enter fax no.
Memory Trans.                      100%
☎     _                    Dest:  0
                          Mode   Info.
```

❖ Immediate Transmission



```
Ready      Set originals. Enter fax no.
Immediate TX                       100%
☎     _                    Dest:  0
                          Mode   Info.
```

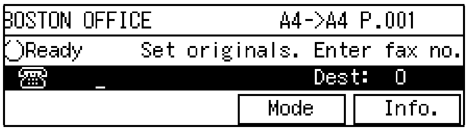
Note

- ❒ To return the machine to standby mode, perform one of the following:
  - If you have set an original and are in the sending process, remove the original.
  - If you have not set an original and are in the sending process, press the **【Clear Modes】** key.
  - If you are in User Tools mode, press the **【User Tools/Counter】** key.

Communication Display

While the machine is communicating the status is displayed.

❖ Display during Memory Transmission or Memory Reception:

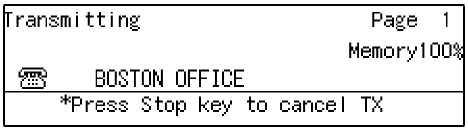


```
BOSTON OFFICE            A4->A4 P.001
Ready      Set originals. Enter fax no.
☎     _                    Dest:  0
                          Mode   Info.
```

Note

- ❒ Even when the machine is sending or receiving a fax message from/into memory, you can still scan the next original into memory. ⇒ P.11 *"Dual Access"*

❖ Immediate Transmission:

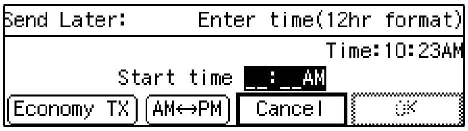


```
Transmitting                    Page  1
                             Memory100%
☎     BOSTON OFFICE
   *Press Stop key to cancel TX
```

Display Prompts

Depending on the situation, the machine will show various prompts on the display.

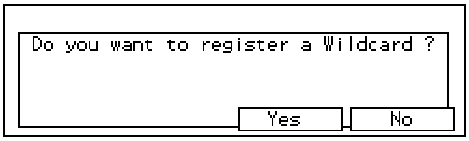
❖ Instructions and Requests


Send Later: Enter time(12hr format)

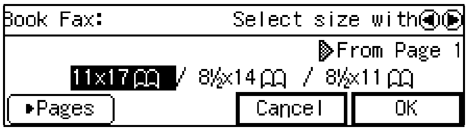
Time:10:23AM

Start time __:__AM

❖ Questions


Do you want to register a Wildcard ?

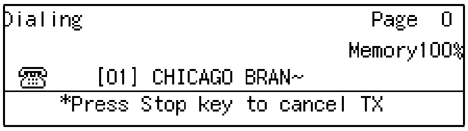
❖ Selections


Book Fax: Select size with◀▶

▷From Page 1

11x17 / 8½x14 / 8½x11

❖ Status


Dialing Page 0

Memory100%

☎ [01] CHICAGO BRAN~

*Press Stop key to cancel TX

USEFUL FUNCTIONS

Automatic Power Reception Function

This machine can be set to shut down automatically if nobody has used the machine for a while. In these situations even through the operation switch is off, the machine can still receive incoming messages as long as the Main Power switch is on.

Important

- ❐ Reception is not possible if both the operation switch and Main Power switch are turned off.

Note

- ❐ By default, messages are printed as soon as they are received (Immediate Reception). To change this, see P.184 *"Changing the User Parameters"*

Dual Access

The machine can scan other messages into memory even while sending a fax message from memory, receiving a message into memory , or automatically printing a report. Since the machine starts sending the second message immediately after the current transmission terminates, the line will be used efficiently.

Note that during Immediate Transmission or when in User Tools mode, the machine cannot scan an original.

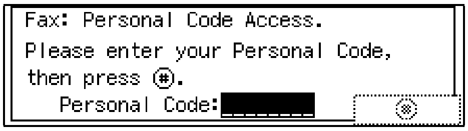
Personal Code Access

The machine can be set up so that nobody can use it without entering a personal code. This prevents unauthorized people from sending fax messages and can be used to track Fax machine use by giving a personal code to each user.

Note

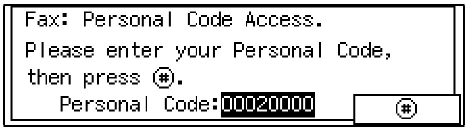
- ❐ Register personal codes and turn Personal Code Access on. The default setting is *off*. ⇒ P.151 *"Registering Personal Codes"*, P.154 *"Personal Code Access"*
- ❐ Even if Restricted Access is enabled, the machine can receive and print a fax message.

1 **If Personal Code Access is turned on, the display is shown as following:**



Fax: Personal Code Access.
Please enter your Personal Code,
then press ⊛.
Personal Code:

2 **Enter a personal code (8-digit number) using the number keys.**



Fax: Personal Code Access.
Please enter your Personal Code,
then press ⊛.
Personal Code:00020000

Note

- ❐ If a user enters a personal code that is not registered, the machine returns to step 1.

Transmission With Image Rotation

For most purposes, set A4/LT or A5/HLT originals in the lengthwise direction (□). If you set an A4/LT or A5/HLT original in the sideways direction (▯), the image will be sent rotated by 90°. Providing the receiver has A4/LT or A5/HLT lengthwise paper (▭), the message will be printed the same size as the original.

Limitation

- The Parallel Memory Transmission feature is not available when using this feature.
- When Image Rotation is used, all messages are sent by normal Memory Transmission.

ACCEPTABLE TYPES OF ORIGINALS

Make sure your originals are completely dry before setting them in the machine. Originals containing wet ink or correcting fluid will mark the exposure glass and resulting image will be affected.

Acceptable Original Sizes

Where original is set	**Acceptable original size**	**Maximum number of sheets**	**Paper thickness**
Exposure glass	Maximum A3 (297 × 420 mm), 11" × 17" (279 × 432 mm)	1	----
Document Feeder (ADF)	Fax transmission: A5 ▭ to A3 ▭ (up to 1,200mm long) 8" × $5^1/_2$" ▭ to 11" × 47" (DLT) ▭	50	40 - 128 g/m^2 (10 - 34lb in inch version)

Originals Unsuitable for the Document Feeder (ADF)

Do not set the following types of originals in the Document Feeder (ADF) because they may be damaged. Place them on the exposure glass instead.

- Originals of sizes other than those specified in the previous table
- Originals containing staples or clips
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermosensitive paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin and soft originals
- Originals of inappropriate weight (see table above)
- Originals in bound form, such as books
- Transparent originals such as OHP transparencies or translucent paper

Original Sizes Difficult to Detect

The machine finds it difficult to detect the size of the following kinds of originals. If this happens, the receiving machine may not select print paper of the correct size. ⇒ P.16 *"If the Machine Cannot Detect the Size of Your Original"*

- Document size other than the following (set on the exposure glass).
- Originals with indexes, tags, or projecting parts
- Transparent originals such as OHP transparencies or translucent paper
- Dark originals with many characters or drawings
- Originals which partially contain solid printing
- Originals which have solid printing at their edges

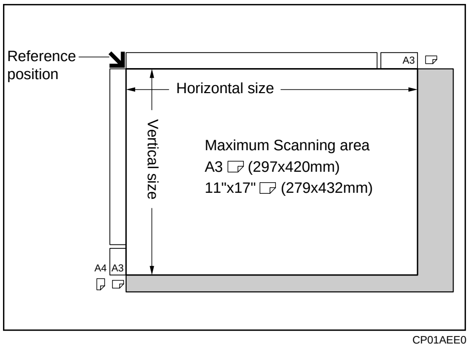
The following paper sizes are automatically detected in Fax mode.

❖ Inch Version

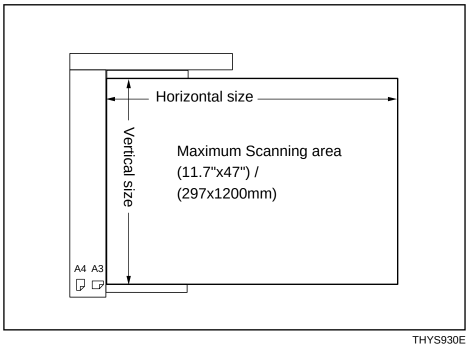
Paper size **Where original is placed**	**Exposure glass**	**Document Feeder (ADF)**
11" × 17" ▭	O	O
$8\,{}^{1}/_{2}$" × 14" ▭	O	O
$8\,{}^{1}/_{2}$" × 11" ▯ ▭	O	O
$5\,{}^{1}/_{2}$" × $8\,{}^{1}/_{2}$" ▯ ▭	×	O
10" × 14" ▭	O	O
$8\,{}^{1}/_{2}$" × 13" ▭	O	O
8 × 10" ▯	O	O

Paper Size and Scanned Area

❖ Exposure glass



❖ Document Feeder (ADF)



Limitation

❒ There may be a difference in the size of the image when it is printed at the destination.

❒ If you set an original larger than DLT/A3 on the exposure glass, only the DLT/A3 area is scanned.

Note

❒ Even if an original is correctly placed on the exposure glass or in the Document Feeder (ADF), a margin of 3 mm around each edge of the original may not be sent.

❒ If the receiver uses paper narrower than the original, the image will be reduced to fit the paper width. ⇒ P.90 *“Auto Reduction”*

❒ The machine detects paper sizes in the following ways.

- When you set an original in the Document Feeder (ADF), an original wider than about 10.4" is scanned as DLT size. Originals narrower than about 9.1" will be sent as LT/LG size. You can scan in originals of up to 47" in length.

- When you set an original on the exposure glass, it is detected as the following table. If you select Irregular Scan Area, lengths up to 17″ are possible.

	Length			
width		~ "12.50	"12.50 ~ "13.50	"13.50 ~
	~ "9.60	LT▭	"8.5 × "13	"8.5 × "14▭
	"9.60 ~ "10.60	"8 × "10▯	not detected	"10 × "14▭
	"10.60 ~	LT▯	not detected	DLT▭

Maximum Scan Area

Memory Transmission/Immediate Transmission

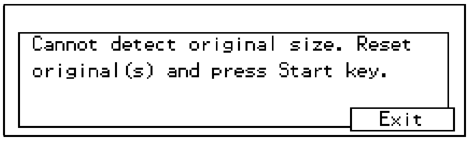
- From the Document Feeder (ADF): 11" × 47" / 297 × 1,200mm (W × L)
- From the exposure glass:11" × 17" / 297 × 432mm (W × L)

Note

❒ The maximum scan area for Immdediate Transmission depends on the resolution and installed optional Expansion Memory.

If the Machine Cannot Detect the Size of Your Original

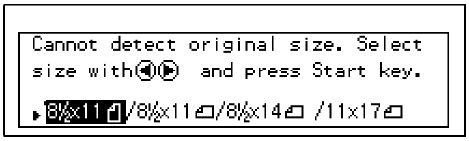
If the machine cannot detect the original size, the following display is shown:



Cannot detect original size. Reset original(s) and press Start key.

If this happens, carry out the following steps.

1. **Remove the original and replace it on the exposure glass. Press the 【Start】 key to scan the original again. If the machine still cannot detect the original size, the following display is shown:**



Cannot detect original size. Select size with◀▶ and press Start key.

▸8½x11▯/8½x11▭/8½x14▭ /11x17▭

2. **Press the ◀ and ▶ keys to switch the scan size and press the 【Start】 key again.**

HOW TO SET AN ORIGINAL

In this manual an original can mean a single or multiple page document. You can set your originals either in the Document Feeder (ADF) or on the exposure glass. Some types of originals are unsuitable for the Document Feeder (ADF) so they must be set on the exposure glass. ⇒ P.13 *"ACCEPTABLE TYPES OF ORIGINALS"*

Which way you place your original depends on its size and whether you are using the Document Feeder (ADF) or the exposure glass.

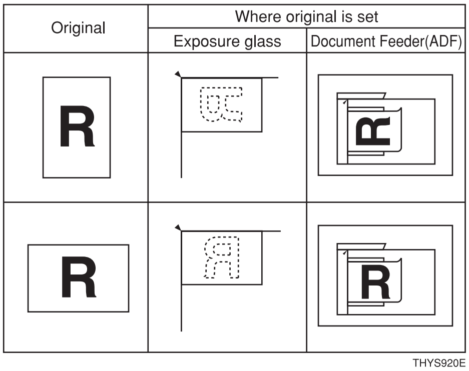
Limitation

- If you set A5/HLT size documents on the exposure glass, they will be detected in LT ▭.

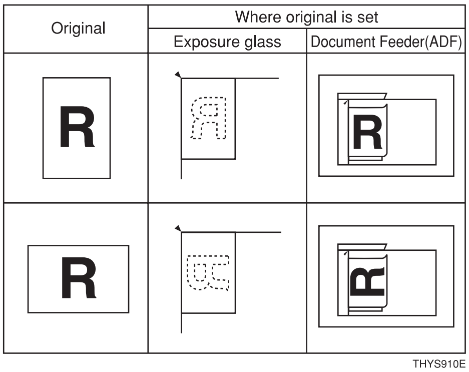
Note

- When sending a fax, the image output at the other end depends on the size and direction of paper used in the receiver's terminal. If the receiver does not use paper of the same size and direction as that of the original, the fax image may be output reduced, trimmed at the both edges, or divided into two or more sheets. When sending an important original, we recommend you to ask the receiver about the size and direction of the paper used in their terminal.
- When sending an original of an irregular (i.e. non-standard) size or part of a large original, you can specify the scan area precisely. ⇒ P.74 *"CHOOSING THE AREA TO BE SCANNED YOURSELF (IRREGULAR SCAN AREA)"*
- You can scan non-standard sized documents as standard sized documents with the Irregular Scan Area feature. When you turn on this feature, the area scanned will be in the specified range regardless of the actual document size. A blank margin will appear or the image will be truncated at the receiving end.
- Make sure that all ink, correcting fluid etc., has completely dried before setting your original. If it is still wet, the contact glass will be marked and those marks will appear on the received image.
- If you set an A4/LT size original in the sideways direction, the machine rotates the image by 90 degrees before sending it. ⇒ P.11 *"Transmission With Image Rotation"*

How to set A4, B4, A3, LT, LG and DLT size originals



How to set A5, HLT and B5 size originals



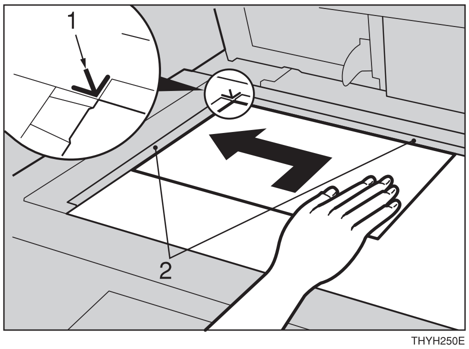
Limitation

❒ A5/HLT size on the exposure glass is detected in LT.

Setting a Single Original on the Exposure Glass

Set originals that cannot be placed in the Document Feeder (ADF) such as a book on the exposure glass one page at a time.

1 **Lift the Document Feeder (ADF) by at least 30 degrees. Place the original face down and align its upper left corner with the reference mark at the upper left corner of the exposure glass.**



1. Reference mark
2. Scale

Note

❒ If you do not raise the Document Feeder (ADF) by at least 30 degrees, the original size will not be detected.

2 Close the Document Feeder (ADF).

Note

❒ When sending a bound original, the received image may contain some black areas. To reduce this effect, hold down the original to prevent its bound part from rising.

Bound Original Page Order

When sending bound originals (books, magazines, etc.), you can choose to have either the left page or right page sent first.

Note

❒ The default setting is Send Left Page First. ⇒ P.184 *“Changing the User Parameters”*

Setting Originals in the Document Feeder (ADF)

Use the Document Feeder (ADF) to scan in a stack of originals in one operation. The Document Feeder (ADF) can handle single-sided.

Limitation

❒ Place all the originals to be sent in a single stack.

❒ You cannot set originals in the Document Feeder (ADF) one page at a time or in sheaves.

❒ Do not open the Document Feeder (ADF) while it is scanning the originals. Otherwise, document will be jammed.

Note

❒ If an original jams, press the **【Clear/Stop】** key then remove the original carefully.

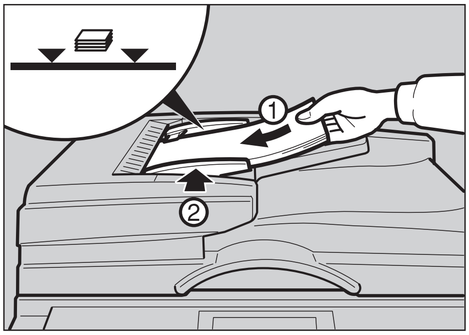
❒ If your original is bent or folded, flatten it before you set it.

❒ Set thin originals on the exposure glass.

Reference

For information about the sizes and number of originals that can be placed in the Document Feeder (ADF), see P.13 *“ACCEPTABLE TYPES OF ORIGINALS”*.

1 Adjust the original guide to match the size of your originals. Align the edge of your originals and stack them in the Document Feeder (ADF) face up.



1. Limit mark

2. Document guide

This page is intentionally blank.

2. Sending a Fax Message

OVERVIEW

Overview

The basic procedure to send a fax message is:

① Make sure the Fax indicator is lit

② Set your original

③ Dial the number

④ Press 【**Start**】

The rest of this section describes these steps and the various features that are available in more detail.

There are two ways to send a fax message:

- Memory Transmission
- Immediate Transmission

Check the indicators on the operation panel to check which mode is currently active and press the Transmission Mode key to toggle between them.

MEMORY TRANSMISSION

In Memory Transmission mode, after you press the 【**Start**】 key, the machine doesn't dial the destination until all pages of your fax message have scanned into memory (in contrast with Immediate Transmission, where the number is dialed first and pages are scanned and sent one by one).

Memory Transmission is useful because:

- You can take your original away from the machine without having to wait too long
- While your message is being sent, other people can operate the machine
- You can send the same message to more than one place in a single operation (Broadcasting)

Important

❒ If there is a power failure (main power switch is off) or the plug is pulled out for more than 1 hour, all the files stored in memory are deleted. As soon as power is restored, the Power Failure Report is printed to help you identify deleted files . If you turn just the operation switch off, files are not deleted. ⇒ P.114 *"WHEN POWER IS TURNED OFF OR FAILS"*

Limitation

❒ If memory is full (0% appears on the display), Memory Transmission is disabled. Use Immediate Transmission instead.

Note

❒ Maximum number of Memory Transmission files: 200 (with optional Fax Function Upgrade: 1000)

❒ Maximum number of destinations per Memory Transmission: 232

❒ Combined total number of destinations that can be stored: 500

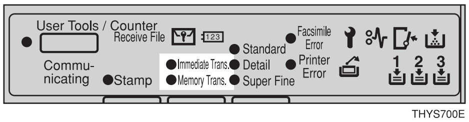
❒ The number of pages that you can store in memory depends on the original images and the scan settings. You can store up to 160 standard pages (ITU-T No.1 chart, Resolution: Standard, photo mode: OFF).

❒ As default, the machine will return to the default transmission mode (Memory Transmission) after every transmission. You can change this so that the current mode is maintained. ⇒ P.184 *"Changing the User Parameters"*

❒ You can expand the amount of memory available for storing documents by installing either of the following options:

- With optional Expansion Memory: Up to about 400 pages
- With optional Fax Function Upgrade and Expansion Memory: Up to about 3000 pages

1 **Make sure that the Memory Transmission indicator is lit.**



If it isn't, press the 【**Transmission Mode**】 key.

2 **Set the original.**

Limitation

❒ You can send the first pages from the exposure glass then the remaining pages from the

Document Feeder (ADF). After you place the last page on the exposure glass, you have 60 seconds to insert the remaining pages in the Document Feeder (ADF).

- Note that you cannot set pages on the exposure glass after you have started using the Document Feeder (ADF).
- Do not open the Document Feeder (ADF) while it is scanning in originals.

Note

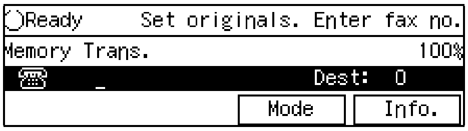
- Place the original you want to store in memory on the exposure glass or the Document Feeder (ADF). To store multiple page originals from the exposure glass, set them page by page.
- You can scan half the pages of your original from the exposure glass and the remainder from the Document Feeder (ADF). When you have finished scanning from the exposure glass, place the rest of the pages in the Document Feeder (ADF) and press【Start】.
- The original can be placed at any time up until you press the【Start】key.

Reference

P.17 *"HOW TO SET AN ORIGINAL"*

3 Select any scan settings you require. ⇒ P.35 *"SCAN SETTINGS"*

4 Dial. If you wish to send the same message to more than one destination, press [Add] and dial another destination. Repeat this step for all destinations.



```
Ready        Set originals. Enter fax no.
Memory Trans.                        100%
☎  _                         Dest:  0
                          Mode    Info.
```

If you make a mistake, press the【Clear/Stop】key and enter the correct number again.

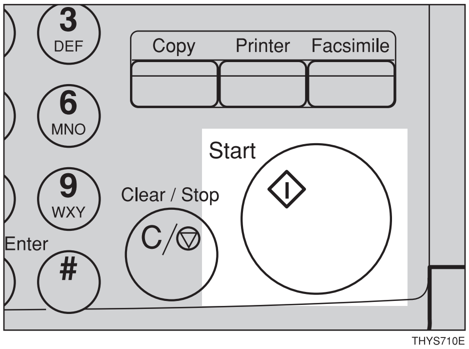
Note

- If you do not set an original within 30 seconds of entering a destination fax number, the transmission is cancelled.

Reference

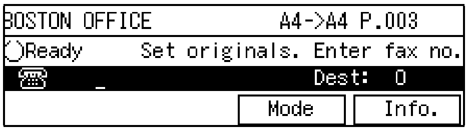
P.39 *"DIALING"*

5 Press the【Start】key.



The machine starts scanning the original.

The machine calls the destination. The name or fax number which is programmed as the RTI or CSI in the other end is shown on the display.

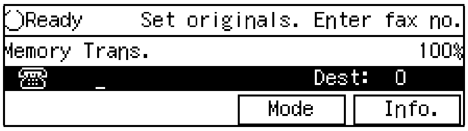


```
BOSTON OFFICE              A4->A4 P.003
Ready        Set originals. Enter fax no.
☎  _                         Dest:  0
                          Mode    Info.
```

Reference

P.156 *"RTI/TTI"*

After transmission, the machine will return to standby mode.



```
Ready      Set originals. Enter fax no.
Memory Trans.                      100%
                          Dest:  0
```

Checking the Transmission Result

- Turn the Transmission Result Report on if you want a report to be printed after every successful transmission. ⇒ P.22 *“MEMORY TRANSMISSION”*
  If you leave the Transmission Result Report off, the report will not be printed after every transmission. However, should a transmission fail, a Communication Failure Report will be printed instead.
- You can also check the transmission result by examining the TCR. ⇒ P.104 *“PRINTING THE TCR”*
  You can either print or scroll through the TCR on the display. ⇒ P.100 *“CHECKING THE TRANSMISSION RESULT (TX STATUS)”*

Sending a Fax Message Immediately

To send a fax message immediately, use Immediate Transmission. If you have just set up an original for broadcasting, Immediate Transmission will interrupt the current communication.

If there are files queued in addition to the file being currently sent, your original is not be sent until the queued files have been sent.

Automatic Redial

If a fax message could not be transmitted because the line was busy or an error occurred during transmission, redialing is done 1 times at 10 minutes intervals (these figures vary according to which country you are in).

If redialing fails after one redials, the machine cancels the transmission and prints the Transmission Result Report or Communication Failure Report (this figure varies according to which country you are in). ⇒ P.26 *“Transmission Result Report (Memory Transmission)”*, P.27 *“Communication Failure Report”*, P.114 *“WHEN POWER IS TURNED OFF OR FAILS”*

Broadcasting Sequence

If you dial several destinations for the same message (Broadcasting) the messages are sent in the order in which they were dialed. If the fax message could not be transmitted, the machine redials that destination after the last destination specified for Broadcasting. For example, if you specify four destinations A through D for broadcasting, and if the lines to destinations A and C are busy, the machine dials the destinations in the following order: A, B, C, D, A, and C.

Broadcasting: Checking Progress

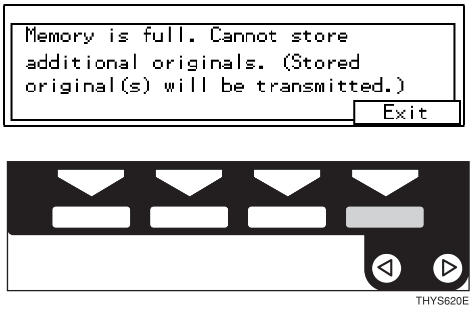
To check which destinations the fax message has been sent to so far, print the TX file list. ⇒ P.99 *“PRINTING A*

LIST OF FILES IN MEMORY (PRINT TX FILE LIST)”

If Memory Runs Out While Storing an Original

If you run out of memory while storing an original (free space reaches 0%), “`Memory full`” is displayed.

Press Exit to transmit the stored pages only.



Memory is full. Cannot store additional originals. (Stored original(s) will be transmitted.)

Note

- ❒ By default, successfully scanned pages are sent. If you wish to change this setting, please contact your service representative.

Batch Transmission

If you send a fax message by Memory Transmission and there is another fax message waiting in memory to be sent to the same destination, that message is sent along with your original. Several fax messages can be sent with a single call, thus eliminating the need for several separate calls. This helps save communication costs and reduce transmission time.

Fax messages for which the transmission time has been set in advance are sent by batch transmission when that time is reached.

Note

- ❒ By default Batch Transmission is switched on. You can switch it on or off with the User Parameters. ⇒ P.184 *“Changing the User Parameters”*

ECM (Error Correction Mode)

This feature automatically resends data that wasn't transmitted successfully using a system that complies with international standards.

ECM requires that the destination machine has the same feature.

Note

- ❒ By default ECM is switched on. You can change this with the Key Operator Settings. ⇒ P.151 *“KEY OPERATOR SETTINGS”*

Parallel Memory Transmission

This function dials while the original is being scanned. Standard Memory Transmission stores the original in memory, then dials the destination. Parallel Memory Transmission allows you to quickly determine whether a connection was made. In addition, this function scans the original faster than Immediate Transmission and is useful when you are in a hurry and need to use the original for another purpose.

Note

- ❒ By default this feature is turned on. You can change this with the User Parameters. ⇒ P.184 *“Changing the User Parameters”*

Limitation

❒ Standard Memory Transmission is used instead of Parallel Memory Transmission in the following cases.

- When the line is busy and could not be connected to
- With Send Later
- With Transfer Request
- When you store an original for Memory Transmission while another communication is in progress
- When two or more destinations are specified
- When you send just an Auto Document
- When the original is set on the exposure glass
- With the image rotation

❒ If you press the **【Clear/Stop】** key, the original jams, or memory becomes full during Parallel Memory Transmission, the machine stops transmitting and prints the Transmission Result Report (Memory Transmission). The file is erased.

❒ Total stored page numbers are not printed in the Parallel Memory Transmission. Only the page numbers are printed, such as P.1, P,2 not $^{1}/_{2}$, $^{2}/_{2}$

Note

❒ If you run out of memory, normal Memory Transmission takes place. When and if this happens varies depending on the various options you have installed.

……

Memory Storage Report

This report is printed after an original is stored in memory. It helps you review the contents and the destinations of stored originals. Even if the machine is set up not to print this report, it is still printed if an original could not be stored.

Note

❒ You can turn this report on and off. By default it is not printed. ⇒ P.184 *"Changing the User Parameters"*

❒ You can choose whether to include part of the original image on the report (part of the image is printed by default). ⇒ P.184 *"Changing the User Parameters"*

Transmission Result Report (Memory Transmission)

This report is printed when a Memory Transmission is completed so you can check the result of the transmission. If two or more destinations are specified, this report is printed after the fax message has been sent to all the destinations. If the machine is set up not to print this report and the fax message could not be successfully transmitted, the Communication Failure Report is printed. ⇒ P.27 *"Communication Failure Report"*

Note

❒ By default this function is turned on so you need to turn it off. ⇒ P.184 *"Changing the User Parameters"*

❒ You can choose whether to include part of the original image on the report (by default, part of the image is printed).⇒ P.184 *"Changing the User Parameters"*

Communication Failure Report

This report is only printed if the Transmission Result Report is turned off and a message could not be successfully transmitted with Memory Transmission. Use it to keep a record of failed transmissions so you can send them again.

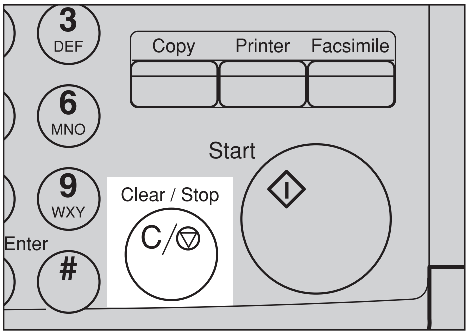
Note

❒ You can choose whether to include part of the original image on the report (by default, part of the image is printed). ⇒ P.184 *"Changing the User Parameters"*

CANCELING A MEMORY TRANSMISSION

Canceling a Transmission While the Original Is Being Scanned in

1 Press the 【Clear/Stop】 key.



The machine will stop storing the original and the data will not be sent.

Canceling a Transmission While the Message is Being Sent

Use this procedure to cancel a transmission after the original has been scanned in.

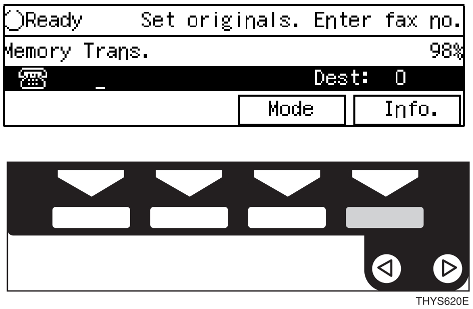
Limitation

- ❒ If transmission finishes while you are caring out this procedure, it will not be canceled.

Note

- ❒ If you cancel a file while it is being sent, transmission is halted as soon as you finish this procedure. However, some pages of your message may have already been sent and will be received at the other end.

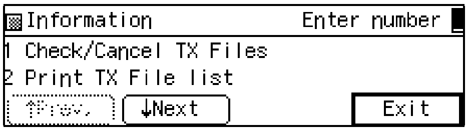
1 Press [Info.].



```
○Ready      Set originals. Enter fax no.
Memory Trans.                       98%
 ☎  _                       Dest:  0
                          Mode   Info.
```

The Information menu is shown.

2 Enter the "Check/Cancel TX Files" function number with the number keys.

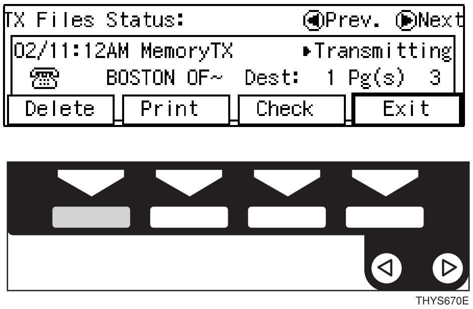


```
▨Information             Enter number █
1 Check/Cancel TX Files
2 Print TX File list
 ↑Prev.   ↓Next                 Exit
```

Note

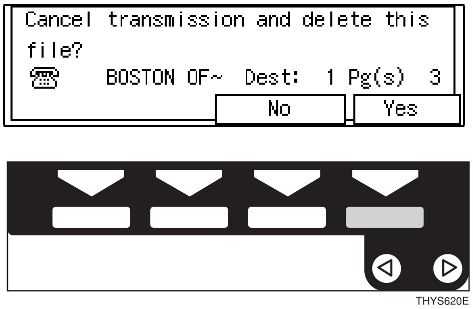
- ❒ If "Check/Cancel TX Files" is not shown, press **[↑Prev.]** or **[↓Next]**.

3 Press the ◁ or ▷ key until the file you want to delete is shown and press [Delete].



```
TX Files Status:          ◁Prev. ▷Next
02/11:12AM MemoryTX       ▸Transmitting
 ☎    BOSTON OF~  Dest:   1 Pg(s)   3
 Delete    Print    Check     Exit
```

4 **Press [Yes].**

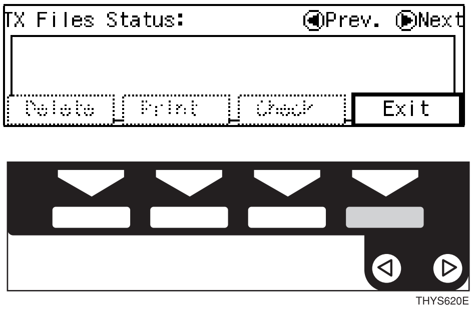


Cancel transmission and delete this file?

☎ BOSTON OF~ Dest: 1 Pg(s) 3

The file is erased.

5 **Press [Exit].**

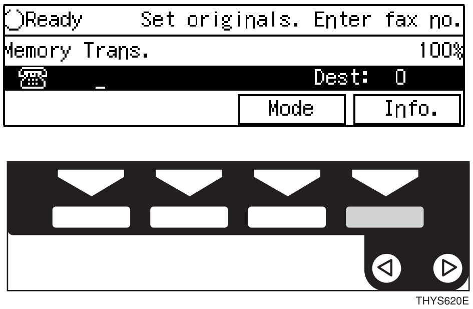


TX Files Status: ◀Prev. ▶Next

Note

- ❒ To delete another file, repeat steps 3 and 4.

6 **Press [Exit].**



○Ready Set originals. Enter fax no.

Memory Trans. 100%

☎ _ Dest: 0

IMMEDIATE TRANSMISSION

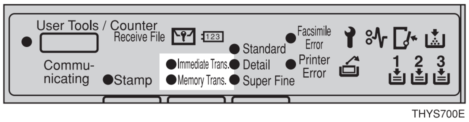
With Immediate Transmission, when you press the 【**Start**】 key, the fax number is dialed straight away (i.e. immediately). The message is scanned and transmitted page by page without being stored in memory. This contrasts with Memory Transmission which scans in all pages into memory before dialing the destination.

Immediate Transmission is useful if you want immediate confirmation that the message is being sent to the correct destination (just check the other terminal's RTI or CSI on the operation panel during transmission).

Note

- ❒ You cannot send the same message to multiple destinations (Broadcasting). Use Memory Transmission for this purpose.
- ❒ Place the original on the exposure glass or in the Document Feeder (ADF). To send two or more pages from the exposure glass, set them one page at a time.
- ❒ You can scan some pages of your original from the exposure glass and the remainder from the Document Feeder (ADF). When you have finished scanning from the exposure glass, place the remainder of the pages in the Document Feeder (ADF) and press 【**Start**】within ten seconds.
- ❒ By default, the transmission mode selected when the machine is turned on or when modes are cleared (transmission mode home setting) is Memory Transmission. You can change this with the User Parameters. ⇒ P.184 *"Changing the User Parameters"*

1 Check that the Immediate Transmission indicator is lit.



If it is not lit, press the 【**Transmission mode.**】 key.

2 Set your original.

Limitation

- ❒ Do not open the Document Feeder (ADF) while it is scanning the originals. Otherwise, document will be jammed.

Note

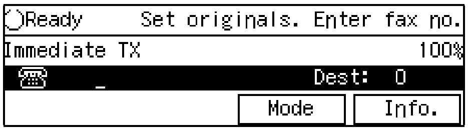
- ❒ You can set the original any time up until you press the 【**Start**】 key.

Reference

How to Set an Original ⇒ P.17 *"HOW TO SET AN ORIGINAL"*

3 Select any scan settings you require. ⇒ P.35 *"SCAN SETTINGS"*

4 Dial.



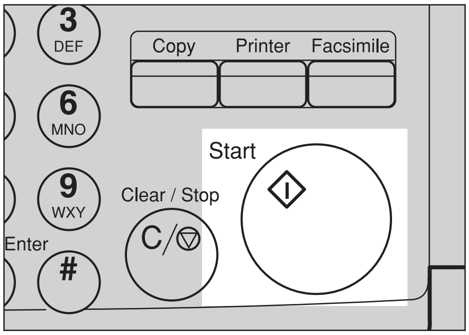
```
Ready      Set originals. Enter fax no.
Immediate TX                       100%
☎  _                         Dest:  0
                          Mode    Info.
```

If you make a mistake, press the 【**Clear/Stop**】 key and enter the correct number again.

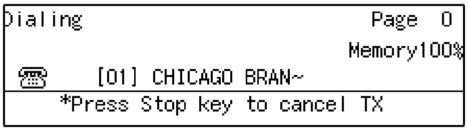
Reference

⇒ P.39 *"DIALING"*

5 **Press the 【Start】 key.**



The machine calls the destination. While it is dialing, the number or name which is programmed as the RTI or CSI in the machine of the other party is shown on the display. When connected, the machine starts scanning the original.

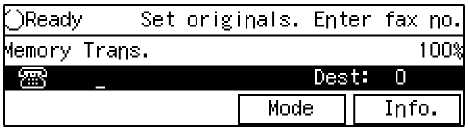


```
Dialing                          Page  0
                              Memory100%
 ☎    [01] CHICAGO BRAN~
     *Press Stop key to cancel TX
```

Reference

P.156 *"RTI/TTI"*

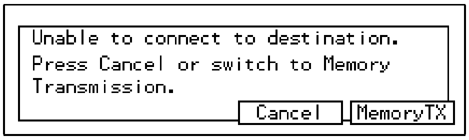
After transmission the machine will return to standby mode.



```
○Ready     Set originals. Enter fax no.
Memory Trans.                      100%
 ☎    _                   Dest:   0
                       Mode     Info.
```

If the Connection Could Not Be Made

If it was not possible to make a connection with the number you dialed (e.g., the line was busy or there is a line problem), the following display will appear.



```
Unable to connect to destination.
Press Cancel or switch to Memory
Transmission.
                    Cancel  MemoryTX
```

You have two options:

- To have the machine redial and try and send the message by Memory Transmission, press **[Memory TX]**. All originals will be scanned into memory then redialing will begin.
- To cancel this transmission, press **[Cancel]** then **[OK]**.

ECM (Error Correction Mode)

This feature automatically sends data that wasn't transmitted successfully again using a technique called ECM, an internationally recognized protocol (requires that the destination machine has the same feature).

Note

❒ By default, ECM is on. You can turn it off. ⇒ P.178 *"ECM"*

Transmission Result Report (Immediate Transmission)

If you turn this report on, a report will be printed after every Immediate Transmission so you have a record of whether the transmission was successful or not. If the machine is set up not to print this report and the fax message could not be successfully transmitted, the Error report is printed instead.

Note

- ❒ You can switch this report on or off with the User Parameters. ⇒ P.184 *"Changing the User Parameters"*

On-hook Dial

This is just like using the external telephone, except you do not have to pick up the external telephone before dialing. Just press the On Hook Dial key and dial the number. If you hear a voice, you can pick up the external telephone and speak with the other party.

Limitation

- ❒ This feature is not available in some countries.

Reference

P.159 *"Monitor Volume"*

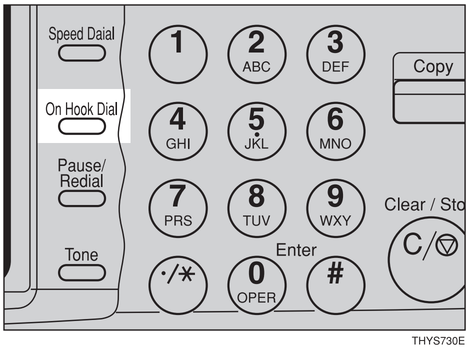
1 Set your original and select any scan settings you require.

Reference

P.17 *"HOW TO SET AN ORIGINAL"*

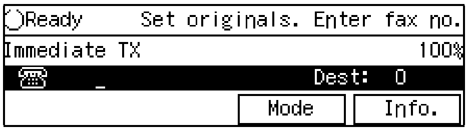
P.35 *"SCAN SETTINGS"*

2 Press the 【On Hook Dial】 key.



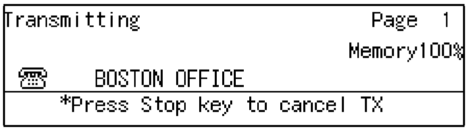
You will hear a low tone from the internal speaker. If you wish to cancel this operation, press the 【On Hook Dial】 key again.

3 Dial.

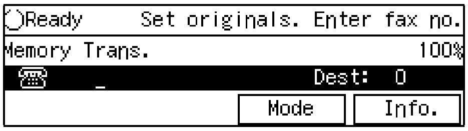

```
Ready      Set originals. Enter fax no.
Immediate TX                       100%
☎  _                         Dest:  0
                          Mode    Info.
```

The machine immediately dials the destination. If you make a mistake, press the 【On Hook dial】 or 【Clear Modes】 key and return to step 2.

4 When the line is connected and you hear a high-pitched tone, press the 【Start】 key.


```
Transmitting                     Page  1
                             Memory100%
☎    BOSTON OFFICE
  *Press Stop key to cancel TX
```

- If you hear a voice, pick up the external telephone before you press the 【Start】 key and notify the destination that you want to send a fax message (ask them to switch to Fax mode).
- After transmission the machine will return to standby mode.


```
Ready      Set originals. Enter fax no.
Memory Trans.                      100%
☎  _                         Dest:  0
                          Mode    Info.
```

Manual Dial

The external telephone is required to use this function.

Pick up the handset of the external telephone and dial. When the line is connected and you hear a high-pitched tone, press the 【Start】 key to send your fax message. If, on the other hand, you hear a voice at the other end, continue your conversation as you would normally over the telephone.

Limitation

- ❒ The result of the transmission with manual dial is not mentioned in the Transmission Result Report (Immediate Transmission).
- ❒ In energy saving mode, you may hear no sound for a few seconds after picking up the external telephone. You can operate after you can hear the tone.

1. **Set your original and select any scan settings you require.**

   Reference

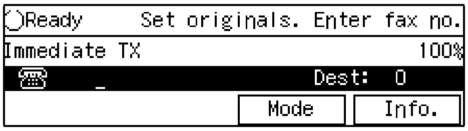
   P.17 *"HOW TO SET AN ORIGINAL"*

   P.35 *"SCAN SETTINGS"*

2. **Pick up the external telephone.**

   You will hear a tone.

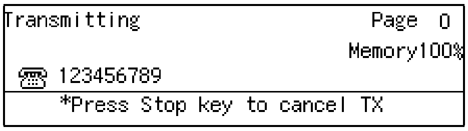
3. **Dial.**



```
○Ready      Set originals. Enter fax no.
Immediate TX                        100%
 ☎     _                  Dest:   0
                         Mode    Info.
```

   If you make a mistake, replace the external telephone and try again from step 2.

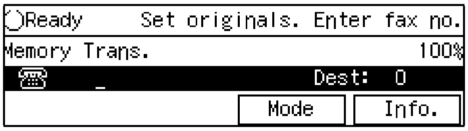
4. **When the line is connected and you hear a high-pitched tone, press the 【Start】 key to send your fax message.**



```
Transmitting                   Page  0
                            Memory100%
 ☎ 123456789
     *Press Stop key to cancel TX
```

5. **Replace the handset of the external telephone.**

   After transmission the machine will return to standby mode.



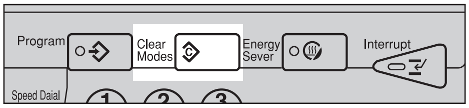
```
○Ready      Set originals. Enter fax no.
Memory Trans.                       100%
 ☎     _                  Dest:   0
                         Mode    Info.
```

CANCELING AN IMMEDIATE TRANSMISSION

Canceling a Transmission Before You Have Pressed Start

Use this procedure to cancel a transmission before you have pressed the 【**Start**】 key.

1 **Press the 【Clear Modes】 key.**

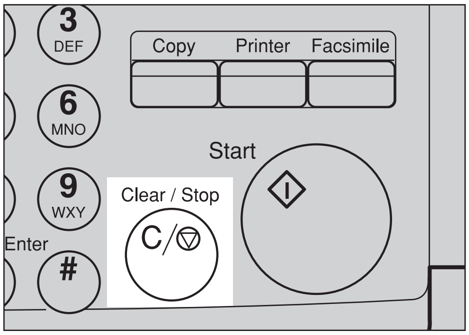


Note

- ❒ When you have already set the original, you can also cancel an Immediate Transmission by removing the original from the machine.

Canceling a Transmission After You Have Pressed the Start Key

1 **Press the 【Clear/Stop】 key then remove the original.**



Note

- ❒ If the transmission finishes while you are carrying out this procedure, it will not be canceled.

SCAN SETTINGS

You may wish to send many different types of fax message. Some of these may be difficult to reproduce at the other end. However, your machine has three settings that you can adjust to help you transmit your document with the best possible image quality.

❖ **Resolution:**
Standard, **Detail**, **Super Fine** (option)

❖ **Image density:**
Auto Image Density, Manual Image Density (7 levels)

❖ **Original type:**
Text, **Text·Photo**, **Photo**

Resolution

Images and text are scanned into the machine by converting them to sequences of dots. The frequency of dots determines the quality of the image and how long it takes to transmit. Therefore, images scanned at high resolution (Super Fine) have high quality but transmission takes longer. Conversely, low resolution (Standard) scanning results in less quality but your original is sent more quickly. Choose the setting that matches your needs based upon this trade off between speed and image clarity.

❖ **Standard (8 × 3.85 lines/mm, 200 ×100 dpi)**
Select for originals containing normal sized characters.

❖ **Detail (8 × 7.7 lines/mm, 200 × 200 dpi)**
Select for originals containing small characters or when you require greater clarity. This resolution is twice as fine as Standard.

❖ **Super Fine (Optional Expansion Memory is required: 16×15.4 lines/mm, 400×400 dpi)**
Select for originals with very fine details or when you require the best possible image clarity. This resolution is eight times as fine as Standard.

Limitation

❒ If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution which is supported.

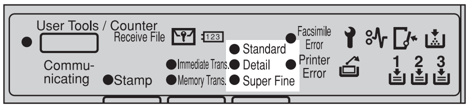
❒ Sending with **Super Fine** resolution requires that your machine has the optional Expansion Memory and the other party's machine has the capability to receive fax messages at **Super Fine** resolution. Note that even if the option is installed on your machine, transmission and reception may take place using **Fine** or **Detail** resolution if the other party's machine does not support this feature.

Note

❒ When the machine is turned on or modes are cleared, the resolution is set to Standard by default. You can change this with the User Parameters. ⇒ P.184 *"Changing the User Parameters"*

❒ By default, the resolution returns to the home setting after every transmission. You change this with the User Parameters. ⇒ P.184 *"Changing the User Parameters"*

1. **Press the Resolution key to switch between resolutions. The indicators above the key show the current selection.**



THYS750E

Original Type

If your original contains photographs, illustrations or diagrams with complex shading patterns or grays, select the appropriate Original Type to optimize image clarity.

❖ Text (Default Setting)

Text is selected when the **Photo** and **Text·Photo** indicators are not lit. Select Text to send an original containing a high-contrast black-and-white image. Use this setting even if your original contains text and photographs if you only want to send clearer text.

❖ Text·Photo

Text·Photo is selected when the **Text·Photo** indicator is lit. Select **Text·Photo** to send an original containing both a high-contrast black-and-white image, such as text, and a halftone image such as a photograph.

❖ Photo

Photo is selected when the **Photo** indicator is lit.
Select **Photo** to send an original containing a halftone image such as a photograph or a color original.

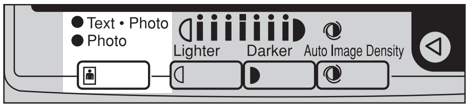
Limitation

- ❒ If you select **Text·Photo** or **Photo**, the Resolution is automatically set to **Detail**.

Note

- ❒ If you select **Text·Photo** or **Photo**, the transmission will take longer than when Text is selected.
- ❒ If you send a fax message with **Text·Photo** or **Photo** and the background of the received image is dirty, reduce the density setting and re-send the fax.
- ❒ When the machine is turned on or modes are cleared, Original Type is set to Text. You can change this with the User Parameters. ⇒ P.184 *"Changing the User Parameters"*
- ❒ By default, the machine returns to the Original Type home setting after every transmission. You can change this with the User Parameters. ⇒ P.184 *"Changing the User Parameters"*

1. **Press the 【Original Type】 key repeatedly until the indicator matching the type you require is lit.**



THYS640E

When both indicators are not lit, the Original Type is Text.

Image Density (Contrast)

The text and diagrams in your original should stand out clearly from the paper they are written on. If your original has a darker background than normal (for example, a newspaper clipping), or if the writing is faint, adjust the image density.

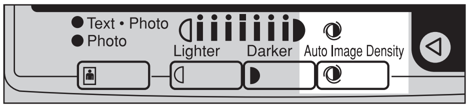
By default, this machine will automatically select a density setting appropriate to the original (Auto Image Density). If you wish to set the density yourself, use Manual Image Density.

Auto Image Density

The machine automatically selects an image density which is the most appropriate for the original.

By default, Auto Image Density is selected when the machine is turned on or modes are cleared. You can change this with the User Parameters. ⇒ P.184 *"Changing the User Parameters"*

1 **If the Auto Image Density indicator is not lit, press the ◐ key to turn it on.**

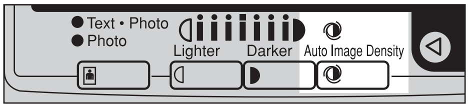


THYS770E

Manual Image Density

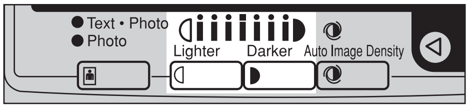
Use the Image Density keys to vary the image density within 7 levels.

1 **Make sure that the Auto Image Density indicator is not lit. If it is lit press the ◐ key to turn it off.**



THYS770E

2 **Press the ◖ or ◗ key to change the density. The indicators above the keys show the level.**



THYS780E

Mixing Scan Settings in a Multiple Page Original

When sending an original consisting of several pages, you can select different Image Density, Resolution and Original Types for each page.

Set your original, select the scan settings for the first page, dial and press 【**Start**】 as you would normally. Then follow one of the following two procedures.

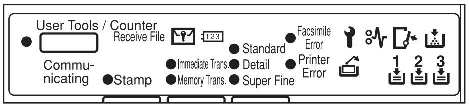
When Setting Originals on the Exposure Glass

While the machine is bleeping, you have about 60 seconds (10 for Immediate Transmission) to select density, resolution and original type. The remaining time is shown on the display.

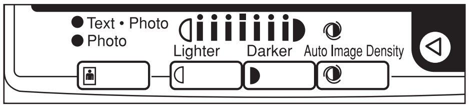
1 **Check the pages you wish to change the setting.**

2 **Remove the previous page and set the next page.**

3 **Select the Image Density, Resolution and Original type.**



THYS751E



THYS790E

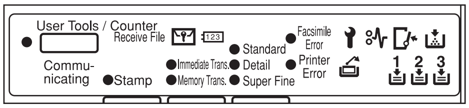
Note

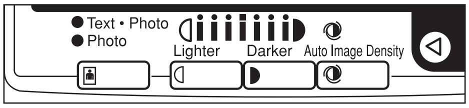
- ☐ You adjust settings for each page before you press the 【**Start**】 key.

When Setting Originals in the Document Feeder (ADF)

1 Check the pages you wish to change the setting.

2 Select the Image Density, Resolution and Original Type before the next page is scanned.





DIALING

There are three main ways to dial a number:

- ❖ **Number keys:**
  Enter numbers directly using the key pad on the right side of the operation panel.

- ❖ **Quick Dials:**
  When you have stored a destination's number in a Quick Dial key, you can dial the number by just pressing that key. Additionally, you can store a name that will appear on the display whenever you press that Quick Dial.

- ❖ **Speed Dials:**
  If you store a number in a Speed Dial, when you want to dial it, just press the Speed Dial key followed by a 2 or 3 digit code. Like Quick Dials, you can store a name along with the number.

This section covers these features and others in more detail.

Number Keys

Enter numbers directly using the key pad on the right side of the operation panel.

Note

- ❒ Maximum length of a fax number: 254 digits.
- ❒ You can insert pauses and tones in a fax number. ⇒ P.40 *"Pause"*, P.40 *"Tone"*

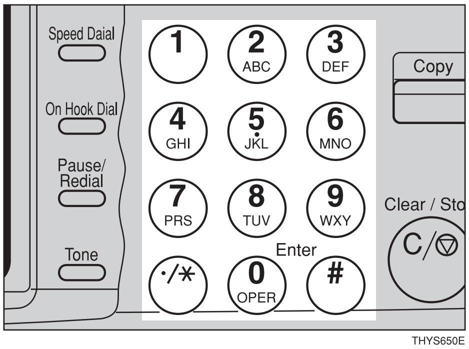
1 **Set your original and select any scan settings you require.**

Reference

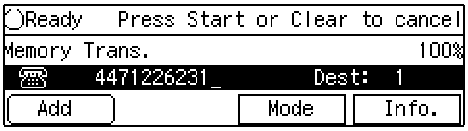
P.17 *"HOW TO SET AN ORIGINAL"*

P.35 *"SCAN SETTINGS"*

2 **Enter the fax number with the number keys.**



The digits appear on the display as you enter them.



```
Ready   Press Start or Clear to cancel
Memory Trans.                     100%
☎    4471226231_        Dest:  1
Add                  Mode     Info.
```

Note

- ❒ If you make a mistake, press the **【Clear/Stop】** key to erase the wrong digits and try again.
- ❒ If you wish to send this message to more than one destination, press **[Add]**, then enter the next destination.

3 **Press the 【Start】 key.**

Restrictions When Dialing with the Number Keys

Fax numbers entered with the **number** keys are stored in internal memory (separate from memory for storing original data). Therefore, you cannot program more than 100 numbers with the **number** Keys for the following:

- Destinations specified in a Memory Transmission (including Confidential Transmission and Polling Reception)
- Transfer Stations and End Receivers specified in a Transfer Request
- Destinations and Transfer Stations specified in a Group

For example, when 90 destinations are registered in a Group with the **number** keys, only 10 destinations can be dialed for Memory Transmission from the**number** keys.

Note

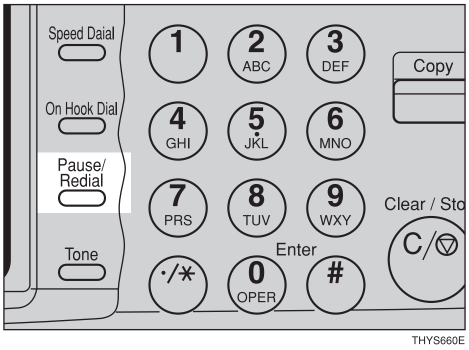
❒ When a total of 100 fax numbers is stored, only Immediate Transmission is allowed.

❒ If a Group is defined when there are files queued for transmission, the message “`Memory is full and you cannot enter with number keys`” may be shown on the display and no additional fax numbers can be stored even if the number of destinations specified from the number keys is less than 100. That is because the fax numbers have been dialed from the number keys for some of the waiting files. When the waiting files have been sent and their fax numbers are deleted from memory, additional fax numbers can be dialed.

❒ The display shows the percentage of free space in memory for storing originals. Since fax numbers are stored in separate memory, dialing fax numbers from the number keys does not change the percentage on the display.

Pause

Press the **【Pause/Redial】** key when dialing or storing a number to insert about a two-second pause.



Limitation

❒ You cannot insert a pause before the first digit of a fax number.

Note

❒ A pause is shown as a “-” on the display.

❒ You can insert a pause in numbers stored in Quick Dials and Speed Dials.

Tone

This feature allows a machine connected to a pulse dialing line to send tonal signals (for example if you want to use a special service on a tone dialing line). When you press the **【Tone】** key, the machine dials the number using tonal signals.

Limitation

❒ You cannot place a tone before the first digit of a fax number.

❒ Some services may not be available when using the **【Tone】** key.

Note

❒ A tone is shown as a “ • ” on the display.

Chain Dial

This allows you to compose a telephone number from various parts, some of which may be stored in Quick Dials or Speed Dials and some of which may be input using the number keys.

Limitation

- Maximum length of telephone or fax number: 254 digits

Note

- For Memory Transmission and Immediate Transmission, insert a pause between numbers. For On-hook Dial and Manual Dial, no pause is needed.

(Example) 01133-1-555333

Assume that 01133 is stored in Quick Dial 01 and that 1 is stored in Speed Dial 01.

① Place the original and select any scan settings you require.

② Press 【**Quick Dial**】 key 01.

③ Press the 【**Pause/Redial**】 key.

④ Press the 【**Speed Dial**】 key and 【**0**】 and 【**1**】 using the number keys.

⑤ Press 【**5**】, 【**5**】, 【**5**】, 【**3**】, 【**3**】 and 【**3**】 using the number keys.

⑥ Press the 【**Start**】 key.

Quick Dials

When you have stored a destination's number in a Quick Dial key, you can dial the number by just pressing that key.

Additionally, you can store a name that will appear on the display whenever you press that Quick Dial.

Note

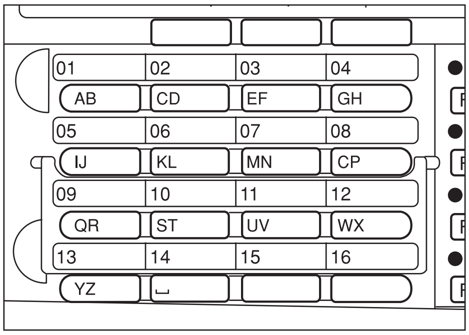
- To check the contents of the Quick dial, print the list. ⇒ P.143 *“REPORTS/LISTS”*
- If the Quick Dial key is used as other functions like Groups, you cannot program the Quick Dial in it.
- Flip the Quick Dial plate over to access Quick Dial keys 01-16 or 17-32.
- You can have the label stored with a Quick Dial printed on the first page received at the other end. ⇒ P.90 *“Label Insertion”*

Reference

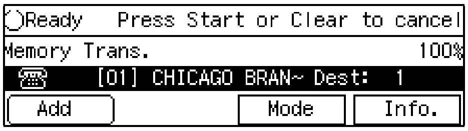
P.39 *“DIALING”*

1 **Set your original and select any scan settings you require. ⇒ P.35 *“SCAN SETTINGS”***

2 **Press the 【Quick Dial 】 key in which the destination's number is programmed.**



If the destination's name has been stored, the name is shown on the display. Otherwise, the fax number is shown.


Ready Press Start or Clear to cancel
Memory Trans. 100%
☎ [01] CHICAGO BRAN~ Dest: 1
Add Mode Info.

Note

- ❒ If you make a mistake, press the **【Clear/Stop】** key and try again.
- ❒ If you wish to dial another destination, press **[Add]** and dial another fax number.

3 **Press the 【Start】 key.**

Speed Dials

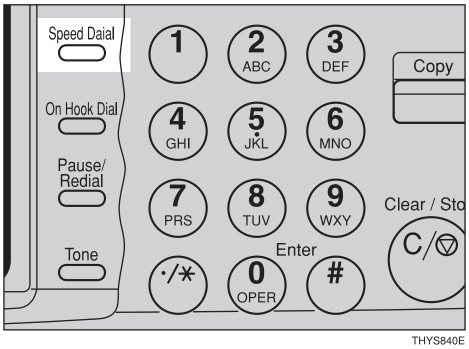
If you store a number in a Speed Dial, when you want to dial it, just press the Speed Dial key followed by a 2 or 3 digit code. ⇒ P.128 *"Registering Speed Dials"*

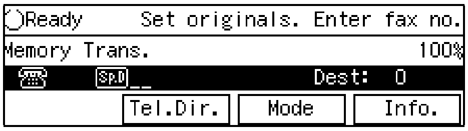
Note

- ❒ To check the contents of the Speed Dials, print the list.
- ❒ As standard, you can use codes 00-99 for Speed Dials. If the Optional Fax Function Upgrade is installed, codes 000 to 999 become available.
- ❒ If a search letter is registered with a Speed Dial, you can find this number quickly using the Telephone Directory feature. ⇒ P.42 *"Telephone Directory"*
- ❒ You can have the label stored with a Speed Dial printed on the first page received at the other end. ⇒ P.90 *"Label Insertion"*

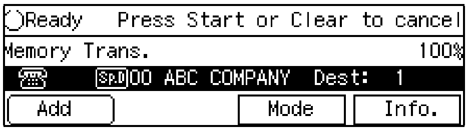
1 **Place your original and select any scan settings you require. ⇒ P.35 *"SCAN SETTINGS"***

2 **Press the 【Speed Dial】 key.**




Ready Set originals. Enter fax no.
Memory Trans. 100%
☎ SP.D __ Dest: 0
Tel.Dir. Mode Info.

3 **Enter the two-digit code (00 to 99) or three-digit code (000 to 999) for the destination with the number keys.**


Ready Press Start or Clear to cancel
Memory Trans. 100%
☎ SP.D 00 ABC COMPANY Dest: 1
Add Mode Info.

If the destination's name has been programmed, it flashes up on the display. Otherwise, the fax number appears.

Note

- ❒ If you make a mistake, press the **【Clear/Stop】** key and try again.
- ❒ If you wish to dial another destination, press **[Add]** and dial another fax number.

4 **Press the 【Start】 key.**

Telephone Directory

This feature lets you find a stored Speed Dial quickly by just entering a single letter, e.g., the first letter of the name stored for that number.

Preparation

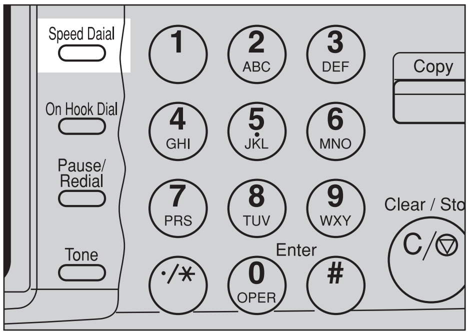
To use the telephone directory, you need to register a search letter when you program Speed Dials. ⇒ P.128 *“Registering Speed Dials”*

Limitation

- ❒ Speed Dial codes cannot be searched for by symbol or number.
- ❒ Names enclosed within ( ) are not searched for.

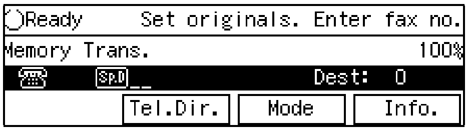
1 Set your original and select any scan settings you require.

2 Press the 【Speed Dial】 key.

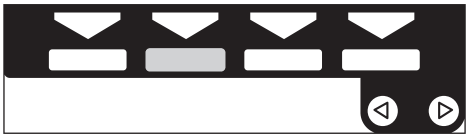


THYS840E

3 Press [Tel.Dir.] .

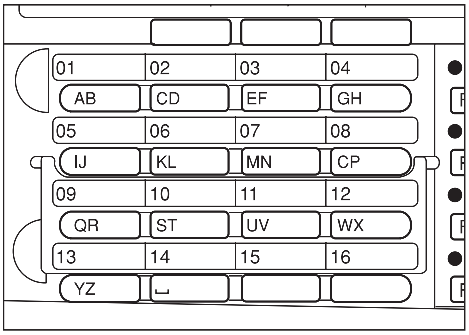


```
○Ready      Set originals. Enter fax no.
Memory Trans.                       100%
  ☎     SP.D__            Dest:  0
              Tel.Dir.   Mode     Info.
```



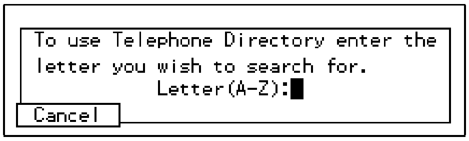
THYS760E

4 Enter the search letter by pressing one of the Quick Dial keys (A to Z).



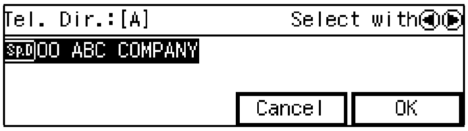
THYS830E

The names or fax numbers registered in Speed Dials are shown in numerical order on the display.



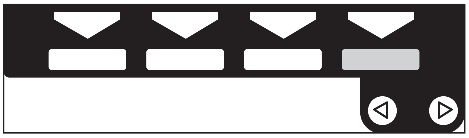
```
 To use Telephone Directory enter the
 letter you wish to search for.
          Letter(A-Z):█
 Cancel
```

5 Select the two-digit code (00 to 99) or three-digit code (000 to 999) for the destination using ◁ ▷ keys and press OK.



```
Tel. Dir.:[A]            Select with◁▷
SP.D00 ABC COMPANY

                      Cancel    OK
```



THYS620E

Note

- ❒ If the list does not contain the desired destination, press **[↑Prev.]** or **[↓Next]**.
- ❒ If you make a mistake, press the **【Clear/Stop】** key to try again.
- ❒ If you wish to dial another destination, press **[Add]** and dial another fax number.

6 Press the 【Start】 key.

Groups

If you frequently send the same message to more than one place, program these numbers into a Group. Then you can send the messages to all the destinations in that Group with just a few keystrokes. You can also program a name for the Group (for example, “Branch Offices”) which will be displayed before you press the 【**Start**】 key.

Preparation

You need to program the Groups. ⇒ P.117 *“Registering Quick Dials”*

Limitation

- ❒ A Quick Dial programmed for Group cannot be used for other functions.
- ❒ Group Dial can be used only for Memory Transmission and Polling reception; it cannot be used for Immediate Transmission.

Note

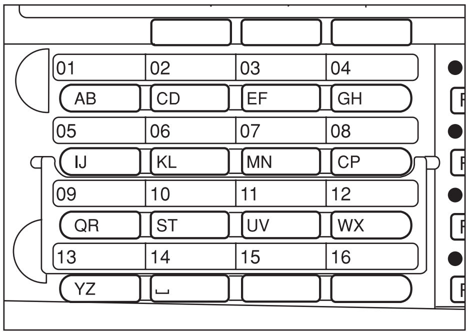
- ❒ Groups are only available with Memory Transmission and Polling reception.
- ❒ To check the contents of the Groups, print the list.
- ❒ You can program up to 9 Groups.
- ❒ You can store up to 232 destinations in a Group. If a Quick Dial or Speed Dial is registered in two Groups, it takes up the space of one destination.

Reference

⇒ P.124 *“Registering Groups”*

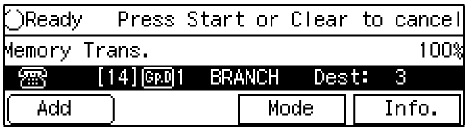
1 **Set your original and select any scan settings you require.**

2 **Press the Quick Dial key in which the Group is programmed.**



THYS830E

The Group number is shown on the display. If the Group name is programmed, the name is also shown on the display.



```
Ready    Press Start or Clear to cancel
Memory Trans.                      100%
☎      [14]GrD1  BRANCH   Dest:  3
Add                    Mode     Info.
```

Note

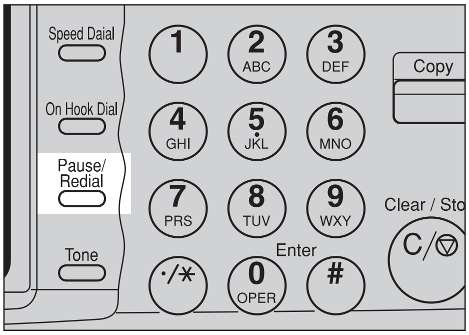
- ❒ If you make a mistake, press the 【**Clear/Stop**】 key and start again.
- ❒ If you wish to dial another destination, press **[Add]** and dial another fax number.

3 **Press the 【Start】 key.**

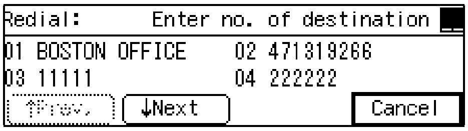
Redial

The machine memorizes the last 10 destinations that have been dialed. If you wish to send a message to a destination which you faxed to recently, the Redial feature saves you finding and entering the number again.

1 Press the 【Pause/Redial】 key.



2 A list of previously dialed numbers will flash up. If you cannot see the number you need use the [↑Prev.] and [↓Next] keys to scroll through them. Then enter the code for the number you wish to redial e.g., "01".


Redial: Enter no. of destination

01 BOSTON OFFICE 02 471319266
03 11111 04 222222

Limitation

❒ The following kinds of destinations are not memorized:

- Quick Dials
- Speed Dials
- Group Dials
- Destinations dialed by a Program
- Destinations dialed as End Receivers for Transfer Request
- Forwarding terminal of the substitute reception.
- Destination of Memory File Transfer
- Destinations dialed using the external telephone keypad
- Destinations dialed by Redial (regarded as already memorized)
- Any destinations after the first number if multiple destinations were dialed.

❒ Do not dial any digits before you press the Redial key. If you press the 【Pause/Redial】 key after entering digits using the number keys, a pause will be entered instead.

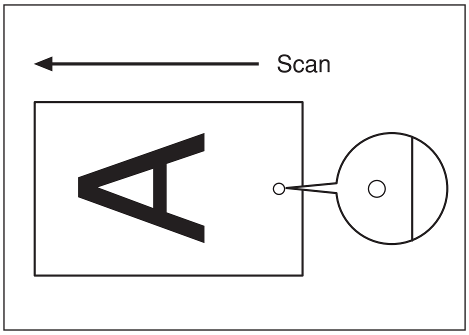
Note

❒ If the receiver uses a facsimile of the same manufacturer that is capable of registering the RTI, that name may be shown on the display instead of the fax number.

TRANSMISSION FEATURES

Stamp

When sending a fax message using the Document Feeder (ADF), the machine can stamp a circle mark at the bottom of the original. This stamp indicates that the original has been successfully stored in memory for Memory Transmission, or that it has been successfully sent for Immediate Transmission.



THYS890E

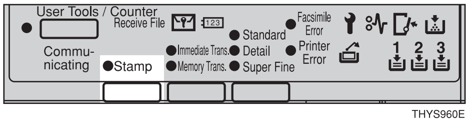
Limitation

- ❐ Stamp only works when scanning from the Document Feeder (ADF).
- ❐ While scanning the document, you cannot switch stamp on or off.
- ❐ Do not open the document feeder (ADF) while scanning the document. Document jam should occur.

Note

- ❐ When the stamp starts getting lighter, replace the cartridge. ⇒ P.197 *"REPLACING THE STAMP CARTRIDGE"*
- ❐ If a page was not stamped even though the Stamp feature is turned on, you need to re-send that page.
- ❐ By default, Stamp is turned off. If you use this feature often, you can adjust the User Parameters so that the home setting is on. In this case, Stamp can easily be turned off for any single transmission by pressing the 【**Stamp**】 key. ⇒ P.184 *"Changing the User Parameters"*

1 Press the 【Stamp】 key.



THYS960E

The Stamp indicator will light. Pressing the 【**Stamp**】 key again will turn Stamp off.

Closed Network

This feature allows you to restrict transmission of messages only to machines of the same make, and only to those machines that have the same Polling ID. The transmission options let you switch ID transmission on and off for each separate transmission.

Note

- ❐ The default setting is off. Turn this feature on with the User Parameters. ⇒ P.184 *"Changing the User Parameters"*

F Code (SUB)

Normally you can only use Confidential Transmission to send to fax machines of the same make that have the Confidential Reception feature. However, if the other machine supports a similar feature called "F Code", you can send fax messages to the other party using this method instead.

Preparation

You need to assign the F Code feature to a User Function key beforehand.

You cannot use Chain Dial with this feature.

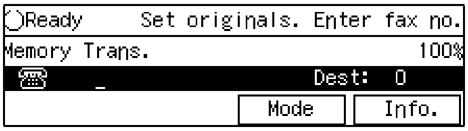
You cannot select this function when carrying out standard Confidential Transmission

Note

- ❒ The ID can be up to 20 digits long and consist of digits, spaces, * and # .
- ❒ Make sure the ID matches the specification of the fax you are sending to.
- ❒ You can store IDs in Quick Dials, Speed Dials, Groups and Programs.
- ❒ Messages you send using this feature are marked "SUB" on all reports.

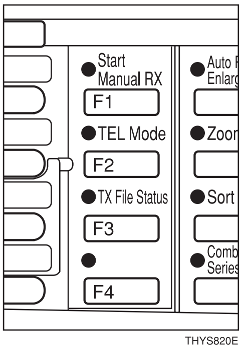
1 Set your document and make any changes to the scan settings if necessary.

2 Dial the destination fax number using the number keys.

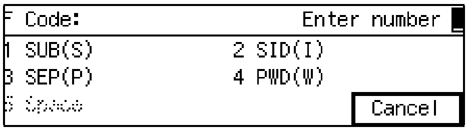


```
Ready      Set originals. Enter fax no.
Memory Trans.                      100%
☎   _                     Dest:  0
```

3 Press the User Function key assigned with the F Code feature.

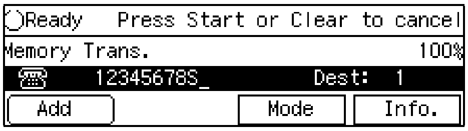


4 Enter the function number for SUB(S) on the number keys.



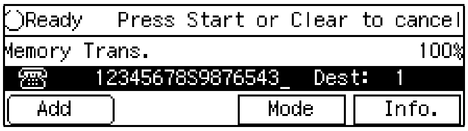
```
F Code:                  Enter number
1 SUB(S)               2 SID(I)
3 SEP(P)               4 PWD(W)
5 Space
```

5 Enter the ID code on the number keys.



```
Ready     Press Start or Clear to cancel
Memory Trans.                      100%
☎       12345678S_        Dest:  1
```

6 Press the 【Start】 key.



```
Ready     Press Start or Clear to cancel
Memory Trans.                      100%
☎       12345678S9876543_  Dest:  1
```

Note

- ❒ If you use Immediate Transmission and the destination fax machine does not support the F code feature, a message will appear on the display to inform you of this. In this case, press OK to cancel the transmission.

F Code (SID)

There are times when you may wish to use a password when sending confidential faxes with the F Code feature.

Limitation

❒ You can enter a password up to 20 digits long.

Note

❒ Messages you send using this feature are marked “SID” on all reports. ⇒ P.143 *“REPORTS/LISTS”*

JBIG Transmission

Fax Function Upgrade Option is required.

If you use JBIG (Joint Bi-level Image Experts Group) compression you can send photographic originals at high speed across G3 lines.

Limitation

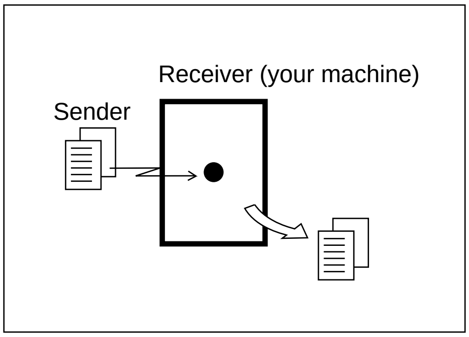
❒ If ECM is turned off, JBIG Transmission is not available.

❒ This feature requires that the other party's fax machine has both the JBIG function and ECM function.

3. Receiving a Fax Message

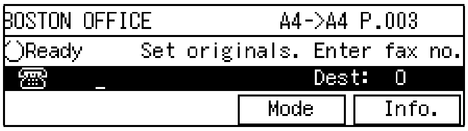
IMMEDIATE RECEPTION

Each page of a received fax message is printed as soon as it is received. This method is used for standard fax messages.



Display During Reception

The sender's RTI or CSI appears on the first line.



```
BOSTON OFFICE          A4->A4 P.003
Ready     Set originals. Enter fax no.
 ☎    _               Dest:  0
                      Mode    Info.
```

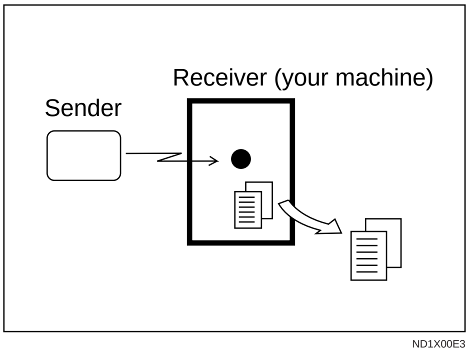
Reception Resolution

This machine supports **Standard**, **Detail**, **Fine** (option) and **Super Fine** (option) resolutions for reception. If you do not have Expansion Memory, faxes sent at **Fine** or **Super Fine** resolution will be printed on your machine at **Detail** resolution. This may result in a slightly different from the sender's intention.

Reception will not take place if there is not enough free memory left. If free memory reaches 0 % during Immediate Reception, any further reception becomes impossible and the current communication is terminated.

MEMORY RECEPTION

The machine waits until all pages of the message have been received into memory before printing the message.



This method is used with the following features:

- Two in one P.36 *"Photo"*
- Reverse Order Printing P.58 *"Reverse Order Printing"*
- Substitute Reception P.51 *"Substitute Reception"*

Important

❒ All the messages stored in memory are deleted if the power is switched off for more than one hour.

❒ If Memory Reception is switched on, the machine may not be able to receive large numbers of messages or messages with a high data content. In such cases, we recommend you switch Memory Reception mode off or add a Expansion Memory.

Limitation

❒ The machine may not be able to receive fax messages when the free memory space is low.

Note

❒ If the memory free space reaches 0 % during Memory Reception, the machine can no longer receive the current fax message and stops communicating.

Substitute Reception

If any of the conditions listed below are met, the machine automatically switches to Memory Reception mode and stores messages in memory instead of printing them. This reception mode, in which a received fax message is stored in memory unprinted, is called Substitute Reception. Messages received using Substitute Reception are automatically printed when the condition which caused the machine to use Substitute Reception is rectified. Substitute Reception takes place when:

- Paper runs out
- Toner runs out
- Paper is jammed
- The side cover is open
- A fax is received during a copy or print run

Limitation

❒ Reception may not take place if there is not enough free memory left.

Note

❒ The **Receive File** indicator lights to let you know when message(s) have been received using Substitute Reception.

❒ If free memory reaches 0 % during Substitute Reception, any further reception becomes impossible and the current communication is terminated.

Screening messages from anonymous senders

To help you screen out unwanted messages that may fill up your memory, the machine can be programmed to only use Substitute Reception for messages that arrive with RTI/CSI identification.

Four settings are available:

- “When RTI or CSI is received”
- “Free”
- “Polling ID”
- disable

Note

❒ The default setting is “When RTI or CSI is received”, i.e. only store messages when the RTI/CSI is present. You can change this with the User Parameters. ⇒ P.184 *“Changing the User Parameters”*

❒ Even if the sender does not have an RTI or CSI, the machine will still receive messages using Substitute Reception if:

  - Paper becomes jammed while the power switch is on
  - For some reason printing is not possible e.g., copy job is in progress

When RTI or CSI is Received

The machine switches to Substitute Reception only when the sender has programmed their RTI or CSI. If the power is switched off for more than an hour, all the messages received into memory are deleted. In such a case, the Power Failure Report or the TCR can be used to identify which messages are lost so you can ask the senders to transmit them again.

Important

- ❒ If a sender has not programmed their RTI or CSI, the machine may reject an important fax message. We recommend that you ask important senders to register an RTI or CSI in advance.

Free

The machine switches to Substitute Reception regardless of whether or not the sender has programmed their RTI or CSI.

Polling ID

The machine switches to Substitute Reception only when you have received a message with the same Polling ID as your machine.

SELECTING THE RECEPTION MODE

There are two ways you can set up your machine to handle incoming calls:

- Fax mode
- Tel mode (handset option or external telephone required)

The default setting is Fax mode. You can change this with the User Tools. ⇒ P.184 *"Changing the User Parameters"*

Fax Mode (Auto Reception Mode)

When a telephone call comes in, the machine receives it automatically as a fax message. Use this setting for a dedicated fax line.

Telephone Mode

When a call comes in, you have to pick up the handset or external telephone and decide whether the call is a fax message yourself. If you hear a voice, continue your conversation as you would using a normal telephone. If you hear high pitched beeps, instruct the machine to receive the fax by following the procedure below.

Use this setting if you wish to share the line between the fax machine and a telephone.

Receiving a Fax in Telephone Mode

This feature needs a User Function key programmed as 【**Start Manual RX**】. By default, 【**F1**】 is already assigned this function. ⇒ P.149 *"ASSIGNING USER FUNCTION KEYS"*

① When the machine rings, pick up the handset.

② If you hear beeps, press the User Function key (【**F1**】–【**F4**】) which has been programmed as the 【**Start Manual RX**】 key.

③ Replace the handset. The machine will start receiving.

Changing from Fax Mode to TEL Mode

This function also requires the use of a User Function key. By default, 【**F2**】 is assigned as the **[TEL Mode]** key.

To change the reception mode, press the User Function key which has been programmed as the **TEL Mode** key (【**F2**】 by default).

RECEPTION FUNCTIONS

ID Reception

If you wish to limit reception of messages to those from machines of the same make and with the same Polling ID, contact your service representative to turn this feature on.

F Code (SEP)

Normally you can only use Polling Reception to receive faxes from machines that have the Polling Reception feature. However, if the other machine supports a polling reception, you can receive fax messages from the other party using this method instead.

Preparation

You need to assign the F Code feature to a User Function key beforehand. ⇒ P.149 *"Storing/Editing the Contents of a User Function Key"*

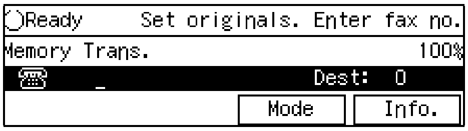
Limitation

- ❒ You cannot use Chain Dial with this feature.

Note

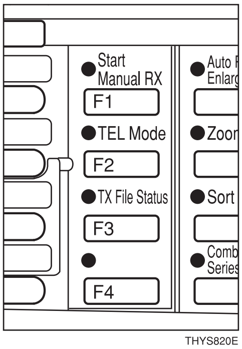
- ❒ The ID can be up to 20 digits long and consist of digits.
- ❒ Make sure the ID matches the specification of the fax you are sending to.
- ❒ You can store IDs in Quick Dials, Speed Dials, Groups and Programs with number keys, space, # and *.
- ❒ Messages you receive using this feature are marked "SEP" on all reports.

1 Make sure that the machine is in Facsimile mode and the standby display is shown. Then enter the fax number.

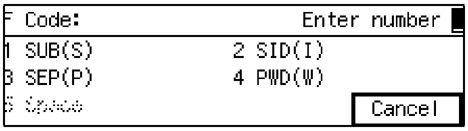


```
○Ready      Set originals. Enter fax no.
Memory Trans.                        100%
 ☎      _                  Dest:  0
                          Mode     Info.
```

2 Press the User Function key assigned with the F Code feature.



3 Enter the function number for SEP(P) on the number keys.

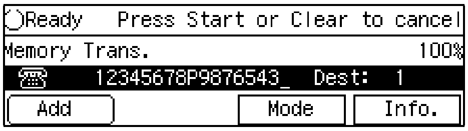


```
F Code:                      Enter number
1 SUB(S)               2 SID(I)
3 SEP(P)               4 PWD(W)
5 Space                              Cancel
```

4 Enter the ID code on the number keys.

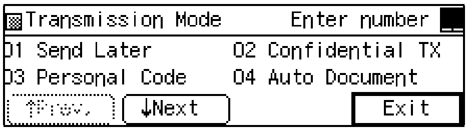
5 Press the [Mode] key.

The **[Mode]** menu is displayed.



```
○Ready    Press Start or Clear to cancel
Memory Trans.                        100%
 ☎     12345678P9876543_   Dest:  1
  Add                     Mode     Info.
```

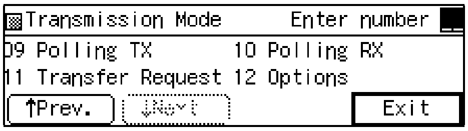
6 Enter the function number for Polling Reception on the number keys.



Transmission Mode Enter number
01 Send Later 02 Confidential TX
03 Personal Code 04 Auto Document

Note

- ❒ If you can't see the function number, search for it using the **[↑Prev.]** and **[↓Next]** arrow keys.



Transmission Mode Enter number
09 Polling TX 10 Polling RX
11 Transfer Request 12 Options

7 Press [OK].

8 Press [Exit].

The display returns to the **[Mode]** menu and the Polling Reception function is now checked.

9 Press the 【Start】 key.

F Code (PWD)

There are times when you may wish to use a password when receiving faxes by polling with the F Code “SEP”features. ⇒ P.54 *“F Code (SEP)”*

Limitation

- ❒ You can enter a password up to 20 digits long.

Note

- ❒ Messages you send using this feature are marked "PWD" on all reports.

JBIG Reception

Fax Function Upgrade Option is required to use this function.

It allows you to receive messages sent in the JBIG format.

Limitation

- ❒ If ECM is turned off, JBIG Reception is not available.

PRINTING FUNCTIONS

Print Completion Beep

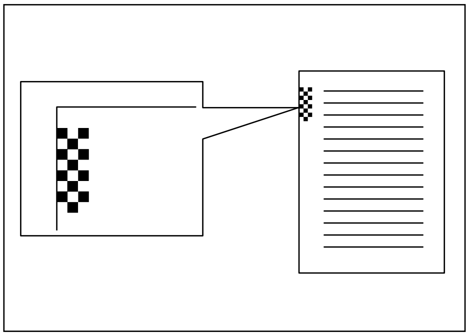
By default, the machine beeps to let you know when a received message has been printed.

Note

- ❒ You can alter the volume of the beep or turn it off completely (set the volume at minimum). ⇒ P.159 *"Monitor Volume"*

Checkered Mark

By default, a checkered mark is printed on the first page of fax messages to help you separate them.

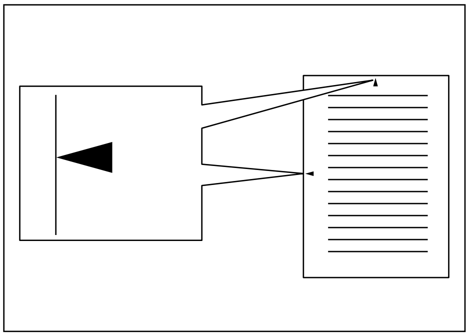


Note

- ❒ You can turn this feature off. ⇒ P.146 *"INITIAL SETUP RX"*

Center Mark

By default, marks are printed halfway the left side and at the top center of each page received. This makes it easy for you to position a hole puncher correctly when you file received messages.



Limitation

- ❒ The center mark may deviate a little from the exact center of the edge.

Note

- ❒ You can turn this feature on or off. ⇒ P.146 *"INITIAL SETUP RX"*

Reception Time

You can have the date and time when a message was received at the bottom of the received image. This feature is turned off by default–turn it on with Initial Setup RX. ⇒ P.146 *"INITIAL SETUP RX"*

Limitation

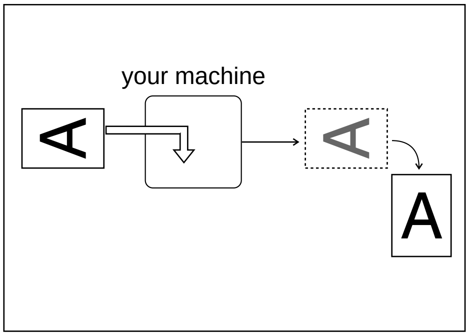
- ❒ When a received message is printed on two or more sheets, the date and time is printed on the last page.

Note

- ❒ The date and time when the message was printed can also be recorded on the message. If you need this feature, please contact your service representative.

Image Rotation

If you have installed paper in the cassette sideways ▯, incoming fax messages will be rotated automatically to fit on the paper.



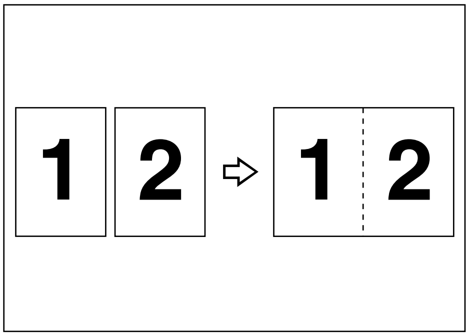
Limitation

❒ You can choose to have received messages printed from the a specified tray. ⇒ P.184 *"Changing the User Parameters"*

Two In One

When two messages of the same size and direction are received consecutively, they are printed on a single sheet when you turn this feature on. This can help you economize on paper.

- Two A5 ▯ messages are printed side by side on a sheet of A4 ▭.
- Two B5 ▯ messages are printed side by side on a sheet of B4 ▭.
- Two A4 ▯ messages are printed side by side on a sheet of A3 ▭.
- Two $8^{1}/_{2} \times 5.5$ ″ ▯ messages are printed side by side on a sheet of $8^{1}/_{2} \times 11$″ ▭.



Limitation

❒ This feature does not work with messages larger than A5 ▯, B5 ▯, A4 ▯, or LT ▯. When A5 ▯, B5 ▯, A4 ▯ or LT ▯ size paper is loaded in the machine, each page of the received message is output on a single sheet.

❒ If paper matching the size and direction of a received document is not available, Two In One is not possible.

Note

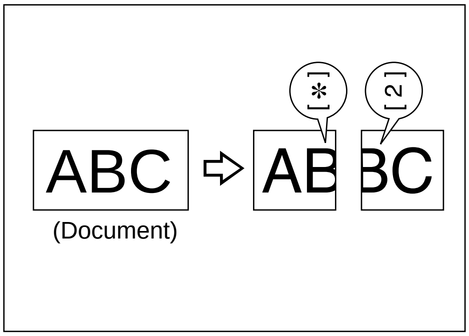
❒ By default this feature is turned off. Switch it on with the User Parameters. ⇒ P.184 *"Changing the User Parameters"*

❒ This feature uses Memory Reception.

Page Separation and Length Reduction (not available in some countries)

When the size of a received message is longer than the paper loaded in the machine, each page of the message can be split and printed on several sheets, or reduced and printed on a single sheet. For example, when LT

▭ paper is loaded, this feature splits the received message if the excess length is about 0.79″ or more, and reduces it if the excess length is within about 0.79″. When a message is split, the split mark (*) is inserted at the split position and about 0.39″ of the split area is duplicated on the top of the second sheet.



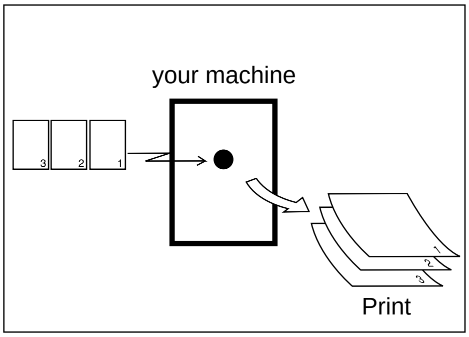
Note

- ☐ Your service representative can customize this feature with the following settings. Bracketed values are defaults.
  - Reduction (on)
  - Print split mark (on)
  - Overprinting (on)
  - Overprinting length (0.39″)
  - Guideline for split (when message is 0.79″ longer than paper)
- ☐ You can adjust the overprinting length and length of reduction within the following ranges:
  - Guideline for split: 0 – 6.1″
  - Overprinting length: 0.16″, 0.39″, 0.79″, 1.57″

Reverse Order Printing

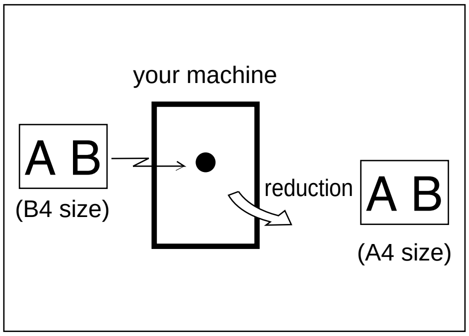
Normally, received pages are printed and stacked on the tray in the order they are received. If you turn this feature on, the machine will start printing the message from the last page received. By default, this feature is turned off but you can turn it on with the Initial Setup RX. ⇒ P.146 *"INITIAL SETUP RX"* Note that when on, this feature will use Memory Reception.

When this feature is on, the first page will be printed last.



Page Reduction

If you have switched this feature on and you receive a message that is longer than the paper in the cassette, usually the machine prints it on two pages. If you turn this feature on the machine reduces the width and length of the received image so that it will fit on one page. If A4 ▭ paper size is loaded and a message of B4 ▭ size is received, the machine will reduce the message to a single A4 ▭ sheet.



Note

- ❒ By default this feature is turned off. Switch it on with the User Parameters. ⇒ P.184 *"Changing the User Parameters"*

Reference

P.57 *"Page Separation and Length Reduction (not available in some countries)"*

TSI Print

Usually the sender's TTI is printed on received messages. If the sender has not programmed their TTI, you will not be able to identify them. However, if you turn this feature on, the sender's RTI P.156 *"RTI/TTI"* or CSI P.156 *"RTI/TTI"* is printed instead so you can find out where the message came from.

Note

- ❒ You can turn it on or off with the User Parameters. ⇒ P.184 *"Changing the User Parameters"*

When There is No Paper of the Correct Size

If there is no paper in your machine that matches the size of a received message, the machine will choose a paper size based upon the paper you have available. For example, if your machine has LG (8.5 × 15") ▭ installed and you receive an LT (8.5 × 14") ▭ size message, check the LT column of the table below. The paper size at the top has the highest priority. In this case, since LG (8.5 × 14") ▭ is higher priority than DLT (11 × 17") ▯, the message is printed on LG (8.5 × 14") ▭.

❖ Priority Table

Page Reduction	**Disabled**
Reduction in Sub-scan Direction	Enabled
Page Separation Threshold	20 mm
Width or Length Priority	Width

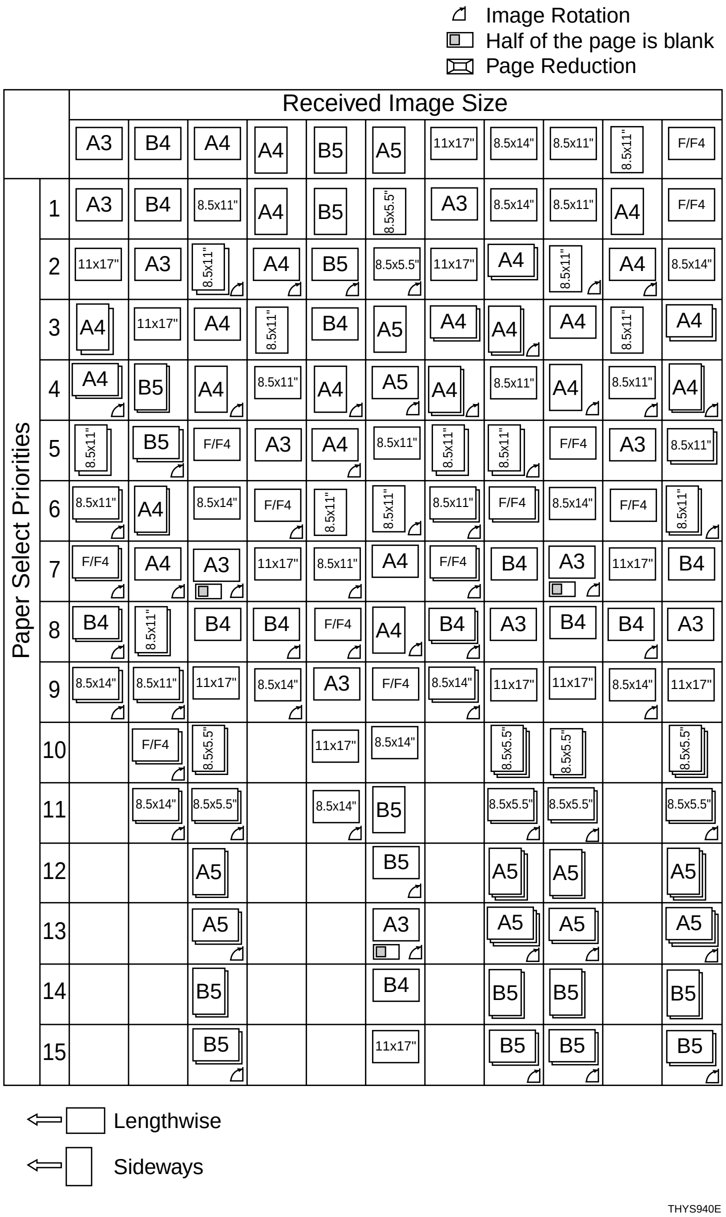


Image Rotation
Half of the page is blank
Page Reduction
Received Image Size
Paper Select Priorities
Lengthwise
Sideways
THYS940E

Paper Select Priorities	A3	B4	A4	A4	B5	A5	11x17"	8.5x14"	8.5x11"	8.5x11"	F/F4
1	A3	B4	8.5x11"	A4	B5	8.5x5.5"	A3	8.5x14"	8.5x11"	A4	F/F4
2	11x17"	A3	8.5x11"	A4	B5	8.5x5.5"	11x17"	A4	8.5x11"	A4	8.5x14"
3	A4	11x17"	A4	8.5x11"	B4	A5	A4	A4	A4	8.5x11"	A4
4	A4	B5	A4	8.5x11"	A4	A5	A4	8.5x11"	A4	8.5x11"	A4
5	8.5x11"	B5	F/F4	A3	A4	8.5x11"	8.5x11"	8.5x11"	F/F4	A3	8.5x11"
6	8.5x11"	A4	8.5x14"	F/F4	8.5x11"	8.5x11"	8.5x11"	F/F4	8.5x14"	F/F4	8.5x11"
7	F/F4	A4	A3	11x17"	8.5x11"	A4	F/F4	B4	A3	11x17"	B4
8	B4	8.5x11"	B4	B4	F/F4	A4	B4	A3	B4	B4	A3
9	8.5x14"	8.5x11"	11x17"	8.5x14"	A3	F/F4	8.5x14"	11x17"	11x17"	8.5x14"	11x17"
10		F/F4	8.5x5.5"		11x17"	8.5x14"		8.5x5.5"	8.5x5.5"		8.5x5.5"
11		8.5x14"	8.5x5.5"		8.5x14"	B5		8.5x5.5"	8.5x5.5"		8.5x5.5"
12			A5			B5		A5	A5		A5
13			A5			A3		A5	A5		A5
14			B5			B4		B5	B5		B5
15			B5			11x17"		B5	B5		B5

- ▯▯ and ▭▭ indicate that the message is split over two pages of paper with the orientation and size shown.

Limitation

- ❒ Paper placed in the bypass tray is not usually selected for printing a received message. However, you can use this tray if you select the bypass tray as the main paper tray using Reception with Specified Senders. ⇒ P.162 *"Special Senders to Treat Differently (Special RX Nos.)"*
- ❒ The paper size used to print a received message may be different from the size of the sent original.

Note

- ❒ Widths that this machine can receive are A4, B4, LT, LG, and A3. Any messages narrower than A4 or LT are sent as A4 or LT width with the length unchanged.

Reference

P.57 *"Page Separation and Length Reduction (not available in some countries)"*

P.58 *"Page Reduction"*

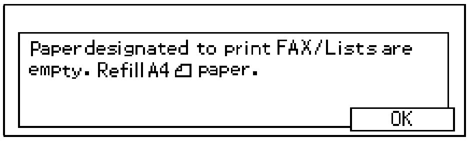
P.57 *"Image Rotation"*

Just Size Printing

If you turn this feature on and no paper tray is stocked with paper of a suitable size to print a received document, a message will appear on the display prompting you to load paper of the required size. When you have loaded the new paper, you can then print the message.

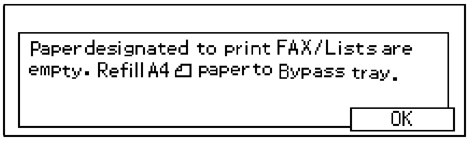
Two messages can appear:

- Paper Cassette



Paper designated to print FAX/Lists are empty. Refill A4 ▭ paper.

- Bypass Tray



Paper designated to print FAX/Lists are empty. Refill A4 ▭ paper to Bypass tray.

Note

- ❒ You can turn this message on or off with the User Parameters ⇒ P.184 *"Changing the User Parameters"*. By default this message is turned off.

Out Of Paper Display Message

If the paper tray runs out of paper, you can have a message appear on the display asking you to add more paper.

Note

- ❒ By default this message is turned off. You can turn it with the User Parameters. See P.184 *"Changing the User Parameters"*

Having Incoming Messages Printed on Paper From the Bypass Tray

You can have messages sent from Specified Senders printed on paper from the Bypass Tray. This is useful if you need messages printed on a size of paper not stocked in the paper cassette(s).

Limitation

- ❒ When the optional Expansion Memory is installed, you can set paper between 128 and 1200 mm long in the Bypass Tray.

Note

- ❒ Before you can use this feature, you need to turn on Authorized Reception (Initial Setup RX settings, P.146 *“INITIAL SETUP RX”*), program the Specified Senders (Key Operator Settings, Special RX No.) along with the Paper Tray set to “Bypass Tray”.
- ❒ When you set paper sizes other than A4 landscape, B4 landscape and portrait, A3 landscape and portrait in the Bypass Tray, specify the paper size.⇒ P.147 *“To set the Bypass Paper Size”* This size should match the bypass paper size for copying. Otherwise, the paper jam may occur. To change the bypass paper size for copying, see the chapter titled "COPY FROM THE BYPASS TRAY" in the copy reference.
- ❒ If the specified paper size and the size of paper set in the Bypass Tray do not match, paper jams may occur and the image may be truncated.
- ❒ If you use this feature, Image Rotation is not possible.

4. Advanced Transmission Features

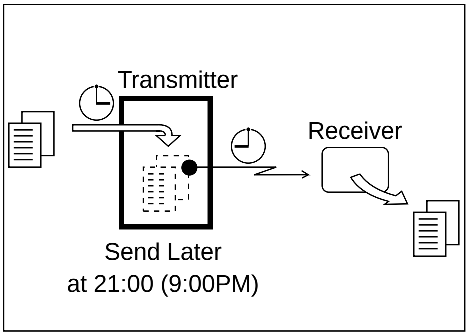
OVERVIEW

Overview

This feature describes various options that you can choose when sending a fax message. The selections you make will only apply to the current fax message.

SEND LATER

Using this feature, you can instruct the machine to delay transmission of your fax message until a later time which you specify. This allows you to take advantage of off-peak telephone charges without having to be by the machine at the time.



For ease of use, you can program the time when your phone charges become cheaper as the Economy Transmission time. ⇒ P.160 *"Registering The Economy Transmission Time"*

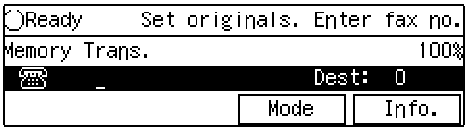
Then if you have a non urgent fax, just select Send Later with Economy Transmission when you scan it in. Faxes will be queued in memory and will start being sent at Economy Transmission time.

Note

- ❒ You can not specify a time more than 24 hours into the future.
- ❒ If you wish to use Economy Transmission, program the time when your phone charges get cheaper. ⇒ P.160 *"Registering The Economy Transmission Time"*
- ❒ This feature is only available with Memory Transmission.

1 Set your original and select any scan settings you require.

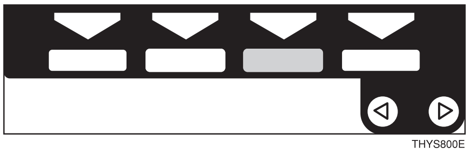
2 Press [Mode].



Ready Set originals. Enter fax no.

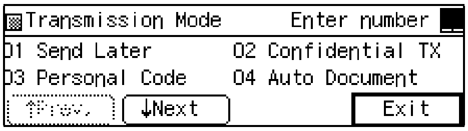
Memory Trans. 100%

☎ _ Dest: 0



The Transmission Mode menu appears.

3 Enter the "Send Later" function number with number keys.

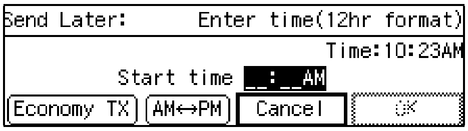


Transmission Mode Enter number

01 Send Later 02 Confidential TX

03 Personal Code 04 Auto Document

4 Enter the time with the number keys. To change AM/PM, press the [AM ↔ PM] (North America only) or press [Economy TX].



Send Later: Enter time(12hr format)

Time:10:23AM

Start time __:__AM

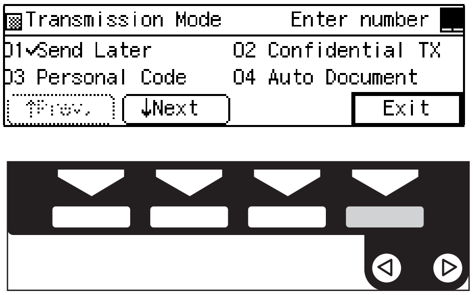
Note

- ❒ If the current time shown on the display is not correct, adjust it. ⇒ P.182 *"Date/Time"*
- ❒ When entering numbers smaller than 10, add a leading zero.
- ❒ If you make a mistake, press the **【Clear/Stop】** key and try again.
- ❒ To cancel Send Later, press **[Cancel]** and the display will return to the Transmission Mode menu.

5 Press [OK].

The Transmission Mode menu is shown on the display. A check mark is added to Send Later.

6 Press [Exit].



```
▩Transmission Mode      Enter number ▇
01✓Send Later        02 Confidential TX
03 Personal Code     04 Auto Document
 ↑Prev.   ↓Next                   Exit
```

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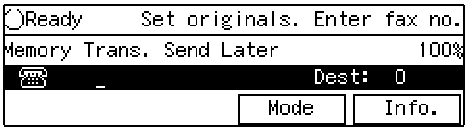
The initial display is shown.

Note

- ❒ "Send Later" is shown on the display. If you set up another advanced transmission function (except Polling Reception), "Others" is displayed.

7 Dial and press the 【Start】 key.



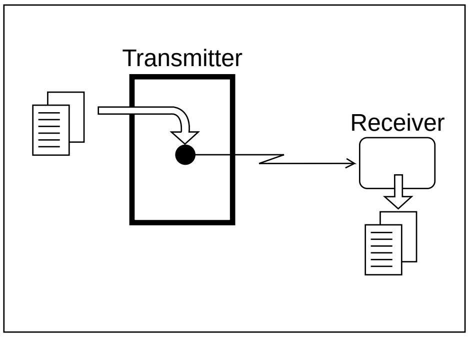
```
○Ready      Set originals. Enter fax no.
Memory Trans. Send Later               100%
 ☎      _                 Dest:  0
                          Mode     Info.
```

Note

- ❒ You can cancel transmission of a message set up for Send Later. ⇒ P.93 *"Canceling a Transmission"*

CONFIDENTIAL TRANSMISSION

If you do not want your message to be picked up casually at the other end, use this feature. The message will be stored in memory at the other end and will not be printed until an ID is entered.



There are two types of Confidential Transmission:

❖ **Default ID**

The other party can print the message by entering the Confidential ID programmed in their machine.

❖ **ID Override**

Should you wish to send a confidential message to a particular person at the other end, you can specify the Confidential ID that person has to enter to see that message. Before you send the message, don't forget to tell the intended receiver the ID that must be entered to print it.

Limitation

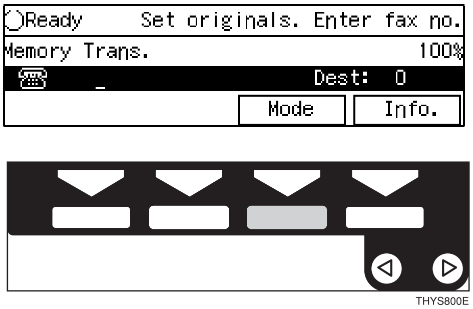
- ❐ The destination machine must be of the same make and have the Confidential Reception feature.
- ❐ The destination machine must have enough memory available.

Note

- ❐ An ID can be any 4 digit number except 0000.

1 Set your original and select any scan settings you require.

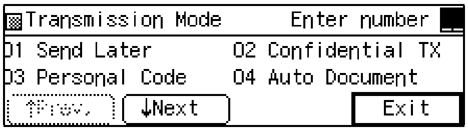
2 Press [Mode].



○Ready Set originals. Enter fax no.
Memory Trans. 100%
☎ _ Dest: 0

The Transmission Mode menu appears.

3 Enter the "Confidential TX" function number with the number keys.

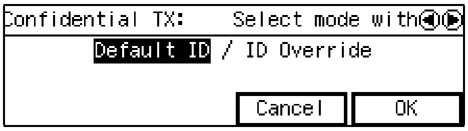


Transmission Mode Enter number
01 Send Later 02 Confidential TX
03 Personal Code 04 Auto Document

4 Depending on the Confidential Transmission type, use one of the following procedures:

Default ID

❶ Press the ◁ or ▷ keys to turn Default ID on and press [OK].



Confidential TX: Select mode with◁▷
Default ID / ID Override

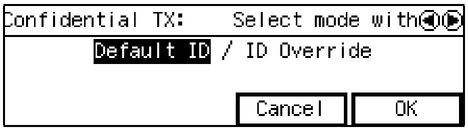
The Transmission Mode menu is shown again. A check mark is added to Confidential TX.

Note

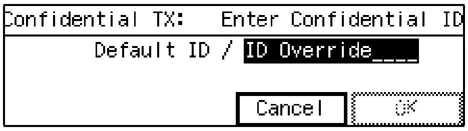
- ❒ To cancel the Confidential Transmission, press **[Cancel]**. The Transmission Mode menu is shown on the display.

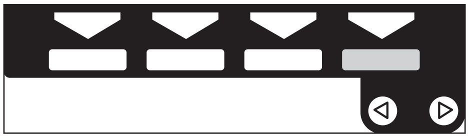
Override ID

❶ Press the ◁ or ▷ keys to turn Override ID on.


Confidential TX: Select mode with◀▶
Default ID / ID Override

❷ Enter the Confidential ID (4-digit number) with the number keys and press [OK].


Confidential TX: Enter Confidential ID
Default ID / ID Override____

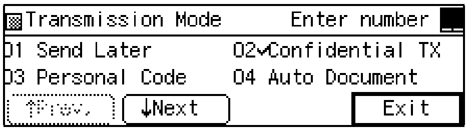

THYS620E

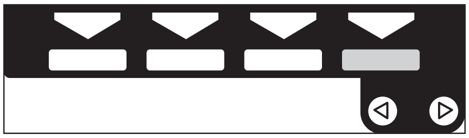
The Transmission Mode menu is shown again. A check mark is added to Confidential TX.

Note

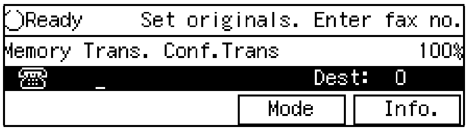
- ❒ To Cancel the Confidential Transmission, press **[Cancel]**. The Transmission Mode menu is shown on the display.

5 Press [Exit].


Transmission Mode Enter number
01 Send Later 02✓Confidential TX
03 Personal Code 04 Auto Document


THYS620E

The initial display is shown.


Ready Set originals. Enter fax no.
Memory Trans. Conf.Trans 100%
☎ _ Dest: 0

Note

- ❒ "Conf.Trans" is shown on the display. If you set up another advanced transmission function (except Polling Reception), "Others" is displayed.

6 Dial and press the 【Start】 key.

Note

- ❒ For details on deleting a Confidential Transmission. ⇒ P.66 *"CONFIDENTIAL TRANSMISSION"*

PERSONAL CODE TRANSMISSION

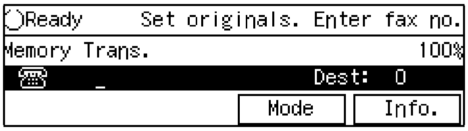
Personal Codes allow you to keep track of machine usage (e.g., for billing purposes). If everybody uses a Personal Code when they use the fax machine, the codes or the names programmed for the codes will be printed in the TCR and other reports. This will help you to check up on who has been using the machine and how often. ⇒ P.104 *"PRINTING THE TCR"*

Limitation

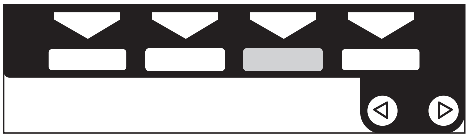
- ❒ Personal codes may be any 8-digit number except 00000000 (00000001 through 99999999). You can program up to 20 personal codes. If the optional Fax Function Upgrade is installed, up to 50 personal codes can be programmed. ⇒ P.151 *"Registering Personal Codes"*

1 Set your original and select any scan settings you require.

2 Press [Mode].

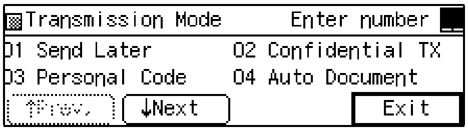


```
○Ready      Set originals. Enter fax no.
Memory Trans.                       100%
☎     _                 Dest:  0
                       Mode    Info.
```



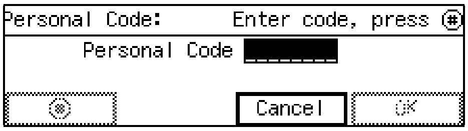
The Transmission Mode menu appears.

3 Enter a "Personal Code" function number with the number keys.



```
▨Transmission Mode        Enter number █
01 Send Later          02 Confidential TX
03 Personal Code       04 Auto Document
 ↑Prev.   ↓Next                    Exit
```

4 Enter a personal code (8-digit number) with the number keys.



```
Personal Code:          Enter code, press #
        Personal Code ████████

   ⊛                     Cancel     OK
```

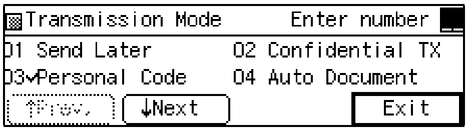
Note

- ❒ If a personal code is programmed with a name, it is shown below the personal code on the display.
- ❒ If you make a mistake, press the **【Clear/Stop】** key and try again.
- ❒ To cancel the Personal Code Transmission, press **[Cancel]**. The Transmission Mode menu is shown on the display.

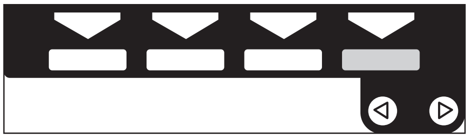
5 Press [OK].

The Transmission Mode menu is shown again. A check mark is added to "Personal Code".

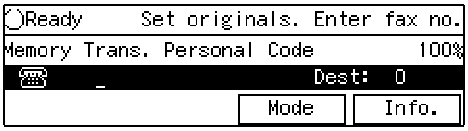
6 Press [Exit].



```
▨Transmission Mode        Enter number █
01 Send Later          02 Confidential TX
03✓Personal Code       04 Auto Document
 ↑Prev.   ↓Next                    Exit
```



The initial display is shown.



```
○Ready      Set originals. Enter fax no.
Memory Trans. Personal Code         100%
☎     _                 Dest:  0
                       Mode    Info.
```

Note

- ❒ "Personal Code" is shown on the display. If you set up another advanced transmission function (except Polling Reception), "Others" is displayed.

7 Dial and press the 【Start】 key.

SENDING AN AUTO DOCUMENT

If you often have to send a particular page to people (e.g., a map, a standard attachment or a set of instructions), store it as an Auto Document assigned to a Quick Dial key. Then, when you need to send that page to somebody, just press the Quick Dial that you assigned it to instead of having to scan the whole page in again.

Preparation

You need to program an Auto Document.

You can fax an Auto Document by itself, or attach it to a normal fax message.

Important

- ❒ Whenever you store or change an Auto Document, we recommend that you print the Auto Document list for reference. ⇒ P.138 *"Auto Document list"*

Limitation

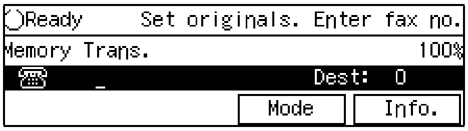
- ❒ You can attach one Auto Document to each transmission.
- ❒ You can store up to 6 Auto Documents. With optional Fax Function Upgrade, you can store up to 18 Auto Documents. ⇒ P.136 *"Registering Auto Documents"*

Note

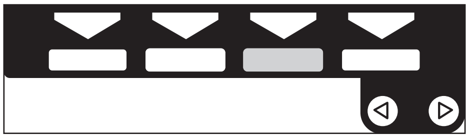
- ❒ Originals with Auto Documents are sent by Memory Transmission.
- ❒ When sending an Auto Document with another original, the Auto Document is sent first.
- ❒ Storing Auto Documents reduces the amount of free memory slightly. Unless you delete the document, free memory will not return to 100%.
- ❒ You can print an Auto Document or a summary of Auto Documents currently stored in memory. ⇒ P.143 *"REPORTS/LISTS"*

1 Set your original and select any scan settings you require.

2 Press [Mode].



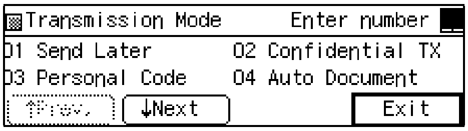
Ready Set originals. Enter fax no.
Memory Trans. 100%
☎ _ Dest: 0
Mode Info.



THYS800E

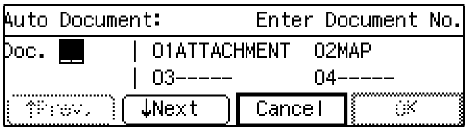
The Transmission Mode menu appears.

3 Enter the "Auto Document" function number with the number keys.



Transmission Mode Enter number
01 Send Later 02 Confidential TX
03 Personal Code 04 Auto Document
↑Prev. ↓Next Exit

4 Enter the number of the Auto Document you want to send with the number keys.



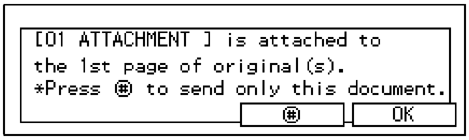
Auto Document: Enter Document No.
Doc. | 01ATTACHMENT 02MAP
| 03----- 04-----
↑Prev. ↓Next Cancel OK

Note

- ❒ If the list does not contain the Auto Document you want to send, press **[↑Prev.]** or **[↓Next]** .
- ❒ If you make a mistake, press the **【Clear/Stop】** key and try again.

- ❒ To cancel the Auto Document, press **[Cancel]**. The Transmission Mode menu is shown.

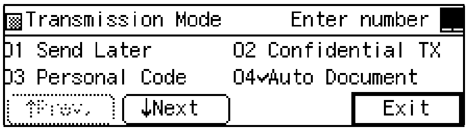
5 **If you are sending just the Auto Document, press [#]. If you wish to send it along with another original, press [OK].**



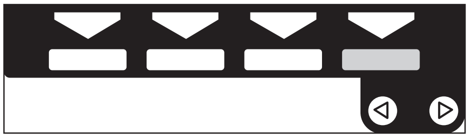
```
[01 ATTACHMENT ] is attached to
the 1st page of original(s).
*Press # to send only this document.
                         #        OK
```

The Transmission Mode menu is redisplayed. A check mark is added to "Auto Document".

6 **Press [Exit].**

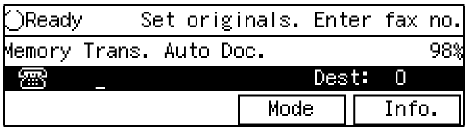


```
Transmission Mode        Enter number
01 Send Later          02 Confidential TX
03 Personal Code       04✓Auto Document
 ↑Prev.    ↓Next                  Exit
```



THYS620E

The initial display is shown.



```
○Ready     Set originals. Enter fax no.
Memory Trans. Auto Doc.              98%
 ☎  _                      Dest:  0
                          Mode    Info.
```

Note

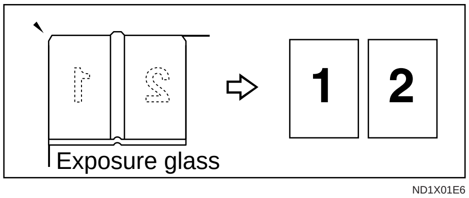
- ❒ "Auto Doc." is shown on the display. If you set up another advanced transmission function (except Polling Reception), "Others" is displayed.

7 **Dial and press the 【Start】 key.**

BOOK FAX

Use to send book originals from the exposure glass. Pages are scanned in the order shown below.

Note that depending on the paper sizes available on the destination machine, the message may be reduced when printed at the other end.

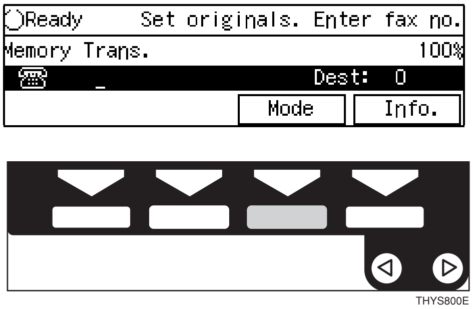


Note

- ❒ You can have bound originals scanned in left page first or right page first. By default, the machine scans in the left page first but you can change this setting with the User Parameters. ⇒ P.184 *"Changing the User Parameters"*

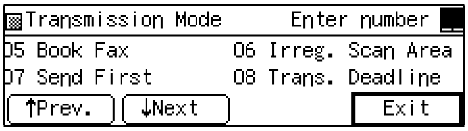
1 **Set your original on the exposure glass and select any scan settings you require.**

2 **Press [Mode] .**

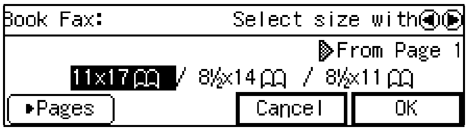

Ready Set originals. Enter fax no.
Memory Trans. 100%
Dest: 0

The Transmission Mode menu appears.

3 **Enter the "Book Fax" function number with the number keys.**


Transmission Mode Enter number
05 Book Fax 06 Irreg. Scan Area
07 Send First 08 Trans. Deadline

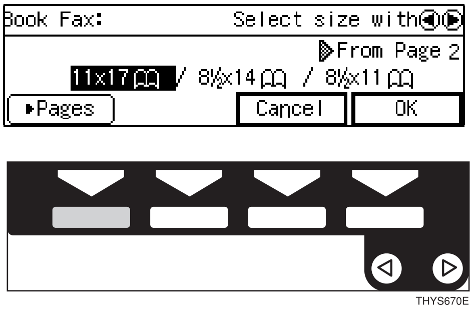
4 **Press the ◁ or ▷ keys to select the size of the original.**


Book Fax: Select size with◁▷
▷From Page 1
11x17 / 8½x14 / 8½x11

Note

- ❒ To cancel this mode, press **[Cancel]**. The Transmission Mode menu is shown on the display.
- ❒ If you choose 11×17", the original will be sent using Image Rotation Transmission.

5 **Press [▶ Pages] to toggle between pages 1 and 2 (see middle right corner of the display).**


Book Fax: Select size with◁▷
▷From Page 2
11x17 / 8½x14 / 8½x11

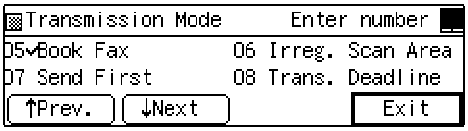
Note

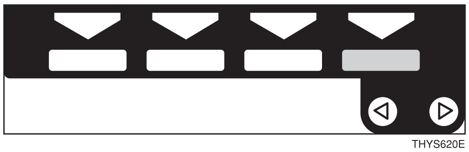
- ❒ Select "From Page 1" to send a book original from the first page. Select "From Page 2" if you want to send a cover letter as the first page.

6 **Press [OK].**

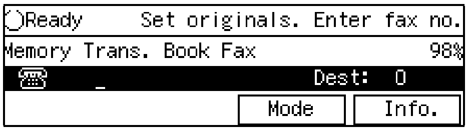
The Transmission Mode menu is shown. A check mark is added to "Book Fax".

7 **Press [Exit].**





The initial display is shown.



Ready Set originals. Enter fax no.

Memory Trans. Book Fax 98%

Dest: 0

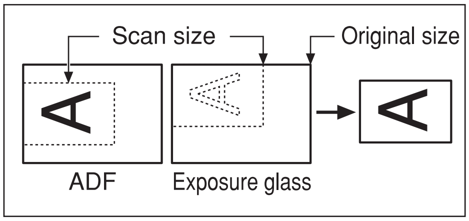
Note

- ❒ "Book Fax" is shown on the display. If you set up another advanced transmission function (except Polling Reception), "Others" is displayed.

8 **Dial and press the 【Start】 key.**

CHOOSING THE AREA TO BE SCANNED YOURSELF (IRREGULAR SCAN AREA)

Usually the machine automatically detects the size of an original when it is scanned. However, you may wish to override this and choose the area to be scanned yourself.



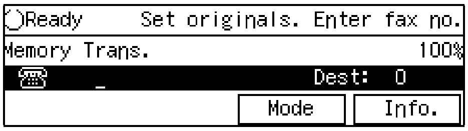
THYS900E

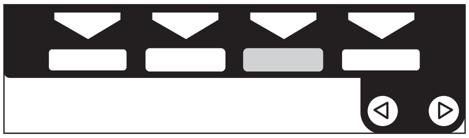
You can either choose one of the standard paper sizes (A4 ▯▭, B4 ▭, A3 ▭, 8$^1/_2$ × 11" ▯ ▭, 11" × 17" ▯) or one of two custom sizes programmed in advance (Area 1 and Area 2). ⇒ P.15 *"Paper Size and Scanned Area"*

Although you can specify a different scan area for each page when using the exposure glass, only one size is allowed when scanning from the Document Feeder (ADF).

1 **Set your original and select any scan settings you require.**

2 **Press [Mode].**

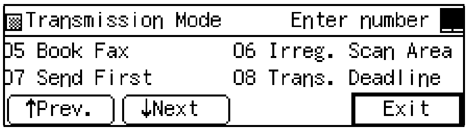

○Ready Set originals. Enter fax no.
Memory Trans. 100%
☎ _ Dest: 0



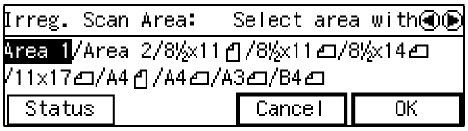
THYS800E

The Transmission Mode menu appears.

3 **Enter the "Irreg. Scan Area" function number with the number keys.**


Transmission Mode Enter number
05 Book Fax 06 Irreg. Scan Area
07 Send First 08 Trans. Deadline

4 **Press the ◁ or ▷ key to select the paper size.**


Irreg. Scan Area: Select area with◀▶
Area 1/Area 2/8½x11▯/8½x11▭/8½x14▭
/11x17▭/A4▯/A4▭/A3▭/B4▭

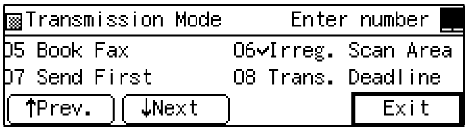
Note

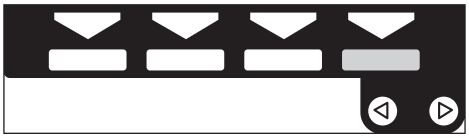
- ❒ To see which paper sizes have already been programmed, press **[Status]**.
- ❒ To cancel the Irreg. Scan Area, press **[Cancel]**. The Transmission Mode menu is shown.

5 **Press [OK].**

The Transmission Mode menu is shown again. A check mark is added to Irreg. Scan Area.

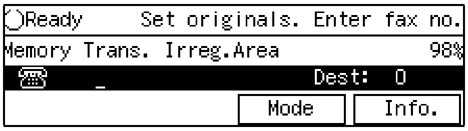
6 **Press [Exit].**


Transmission Mode Enter number
05 Book Fax 06✓Irreg. Scan Area
07 Send First 08 Trans. Deadline



THYS620E

The initial display is shown.



```
Ready      Set originals. Enter fax no.
Memory Trans. Irreg.Area            98%
☎    _               Dest:  0
```

Note

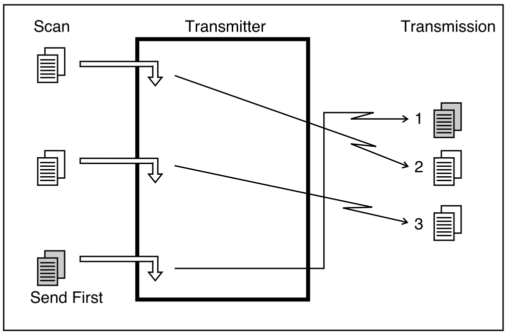
- ❒ "Irreg.Area" is shown on the display. If you set up another advanced transmission function (except Polling Reception), "Others" is displayed.

7 Dial and press the 【Start】 key.

SEND FIRST

Documents you send with Memory Transmission are sent in the order they are scanned in. Therefore, if several messages are queued in memory, the next document you send will not be sent immediately.

However, by using this feature you can have your message sent before any other queued messages.



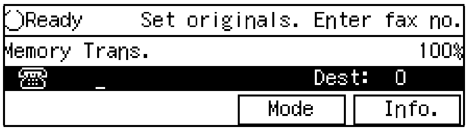
THYS950E

Limitation

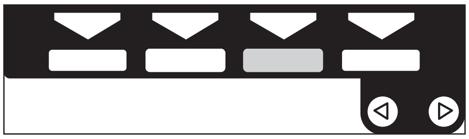
- ❒ This feature is not available with Immediate Transmission – if selected, the machine automatically switches to Memory Transmission.
- ❒ If there is already a message stored with this feature or a transmission is in progress, your message will be sent after that message has been transmitted.

1 **Set your original and select any scan settings you require.**

2 **Press [Mode].**



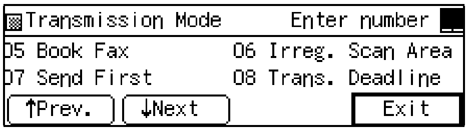
```
◌Ready      Set originals. Enter fax no.
Memory Trans.                       100%
 ☎   _                      Dest:  0
                        Mode      Info.
```



THYS800E

The Transmission Mode menu appears.

3 **Enter the "Send First" function number with the number keys.**

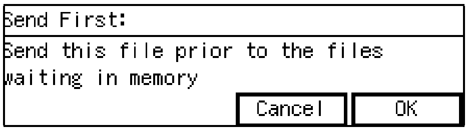


```
▨Transmission Mode       Enter number
05 Book Fax          06 Irreg. Scan Area
07 Send First        08 Trans. Deadline
 ↑Prev.   ↓Next                  Exit
```

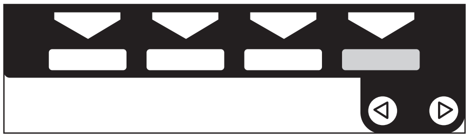
Note

- ❒ If the appropriate display is not shown, press **[↑ Prev.]** or **[↓ Next]**.

4 **Press [OK].**



```
Send First:
Send this file prior to the files
waiting in memory
                        Cancel     OK
```

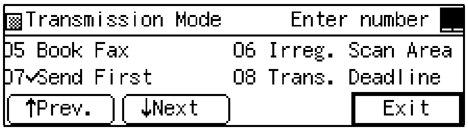


THYS620E

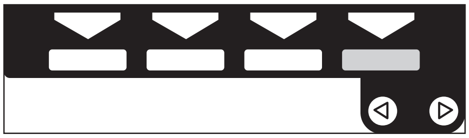
Note

- ❒ To cancel "Send First", press **[Cancel]**. The transmission Mode menu is shown on the display.
- ❒ The Transmission Mode menu is shown. A check mark is added to "Send First".

5 **Press [Exit].**

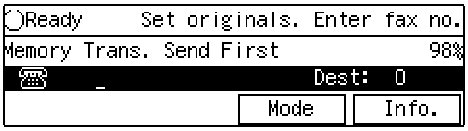


▨Transmission Mode Enter number
05 Book Fax 06 Irreg. Scan Area
07✓Send First 08 Trans. Deadline



THYS620E

The initial display is shown.



◯Ready Set originals. Enter fax no.
Memory Trans. Send First 98%
☎ _ Dest: 0

Note

- ❒ “Send First” is shown on the display. If you set up another advanced transmission function (except Polling Reception), “Others” is displayed.

6 **Dial and press the 【Start】 key.**

TRANSMISSION DEADLINE (TRD)

If you have to send an urgent message and the line is busy, this feature saves you standing by the machine and redialing the number. If the message cannot be sent the first time, the machine redials automatically at intervals of ten minutes any number of times until the deadline passes (this figure varies according to which your country you are in). After the deadline passes, the Transmission Result Report is automatically printed. This indicates whether or not the message was sent within the deadline.

Limitation

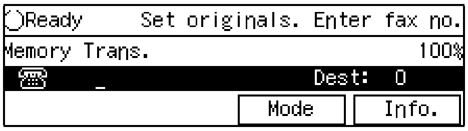
- ❒ You can not specify a deadline more than 24 hours into the future.

Note

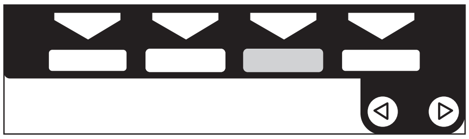
- ❒ If the message cannot be sent before the deadline and the number of redials is less than 2, the machine continues redialing until it has redialed two times then prints the Transmission Result report. If the number of redials has already reached 2, the machine prints the Transmission Result report and stops transmission (these figures vary according to which your country you are in).

1 **Set your original and select any scan settings you require.**

2 **Press [Mode].**

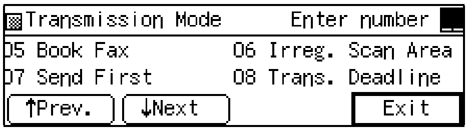


Ready Set originals. Enter fax no.
Memory Trans. 100%
☎ _ Dest: 0
Mode Info.



The Transmission Mode menu appears.

3 **Enter the "Trans. Deadline" function number with the number keys.**

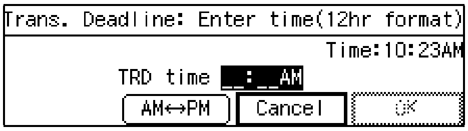


Transmission Mode Enter number
05 Book Fax 06 Irreg. Scan Area
07 Send First 08 Trans. Deadline
↑Prev. ↓Next Exit

Note

- ❒ If the appropriate display is not shown, press **[↑Prev.]** or **[↓Next]**.

4 **Enter the deadline with the number keys.**



Trans. Deadline: Enter time(12hr format)
Time:10:23AM
TRD time __:__AM
AM↔PM Cancel OK

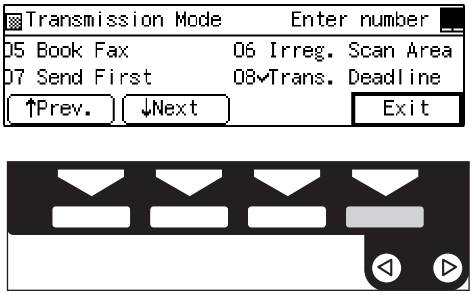
Note

- ❒ If the current time on the display is not correct, adjust it. ⇒ P.182 *"Date/Time"*
- ❒ To enter a number smaller than 10, add a leading zero.
- ❒ If you make a mistake, press the **【Clear/Stop】** key and try again.
- ❒ To cancel the Transmission Deadline, press **[Cancel]**. The Transmission Mode menu is shown.

5 **Press [OK].**

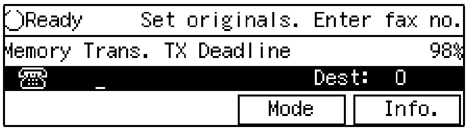
The Transmission Mode menu is shown. A check mark is added to "Trans. Deadline".

6 **Press [Exit].**



```
▨Transmission Mode        Enter number
05 Book Fax           06 Irreg. Scan Area
07 Send First         08✓Trans. Deadline
[↑Prev.] [↓Next]                 [Exit]
```

The initial display is shown.



```
○Ready     Set originals. Enter fax no.
Memory Trans. TX Deadline             98%
 ☎     _                  Dest:  0
                        [Mode]  [Info.]
```

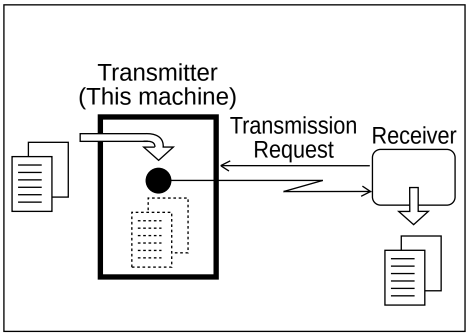
Note

- ❒ "TRD" is displayed. If you set up another advanced transmission function (except Polling Reception), "Others" is shown.

7 **Dial and press the 【Start】 key.**

POLLING TRANSMISSION

Use Polling Transmission when you want to leave an original in the machine's memory for others to pick up. The message will be sent when the other party calls you up.



There are three types of Polling Transmission.

❖ **Free Polling Transmission**
Anybody can poll the message from your machine. The machine sends it regardless of whether Polling ID's match.

❖ **Default ID Polling Transmission**
The message will only be sent if the Polling ID of the machine trying to poll your message is the same as the Polling ID stored in your machine. Make sure that both machines' Polling IDs are identical in advance.

❖ **Override ID Polling Transmission**
You must enter an Override Polling ID unique to this transmission. This ID overrides that stored in the Polling ID. The user must supply this ID when they poll your machine and if the IDs match, the message is sent. Make sure the other end knows the ID you are using in advance.

4

Limitation

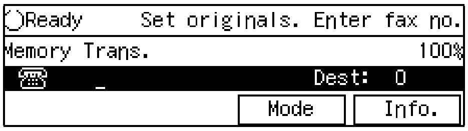
- ❒ Polling Transmission is allowed only if the receiver's machine has the Polling Reception feature.
- ❒ Usually, you can only send using ID Polling Transmission to machines of the same make that support the Polling Reception function. However, if the other party's fax machine supports the "SEP" feature, you can still carry out polling transmission with an ID.
- ❒ Free Polling and ID Polling Transmission allow only one file to be stored in memory. Personal ID Polling Transmission allows a file to be stored in memory for each ID; a total of up to 200 files for varying ID's can be stored.
- ❒ Before using “Default ID Polling” and “Override ID Polling”, you need to program the polling ID.
- ❒ A polling ID may be any string of four numbers (0 to 9) and characters (A to F) except 0000 and FFFF.

Note

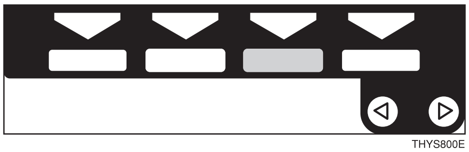
- ❒ The communication fee is charged to the receiver.

1 Set your original and select any scan settings you require.

2 Press [Mode].

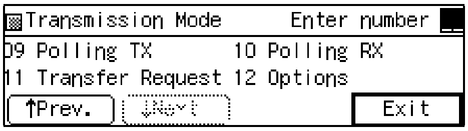


```
Ready     Set originals. Enter fax no.
Memory Trans.                     100%
☎  _                       Dest:  0
```



The Transmission Mode menu appears.

3 **Enter the “Polling TX” function number with the number keys.**



Transmission Mode Enter number

09 Polling TX 10 Polling RX

11 Transfer Request 12 Options

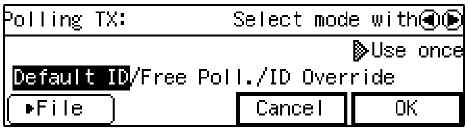
Note

- ❒ If the appropriate display is not shown, press **[↑Prev.]** or **[↓Next]**.

4 **Depending on the Polling Transmission type, use one of the following procedures:**

Free Polling Transmission

❶ **Press the ◁ or ▷ key to select[Free Poll.] then press [OK].**

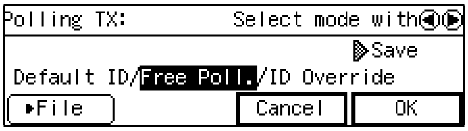


Polling TX: Select mode with◁▷

▷Use once

Default ID/Free Poll./ID Override

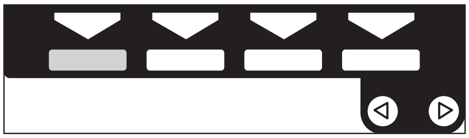
❷ **Press[▶ File] and specify whether to save the stored original or not.**



Polling TX: Select mode with◁▷

▷Save

Default ID/Free Poll./ID Override



THYS670E

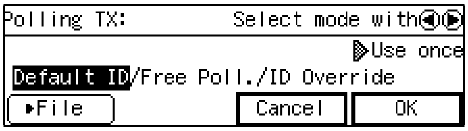
Each time you press the key, the text at the middle right corner of the display toggles between “Save” and “Use once”.

Note

- ❒ To delete the original immediately after transmission, select “Use once”. To repeatedly send the original, select “Save”.

Default ID Polling Transmission

❶ **Press the ◁ or ▷ key to select “Default ID” and press [OK].**

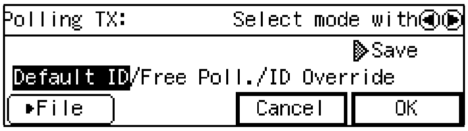


Polling TX: Select mode with◁▷

▷Use once

Default ID/Free Poll./ID Override

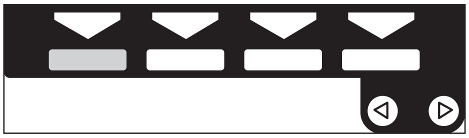
❷ **Press [▶ File] and specify whether to save the stored original or not.**



Polling TX: Select mode with◁▷

▷Save

Default ID/Free Poll./ID Override



THYS670E

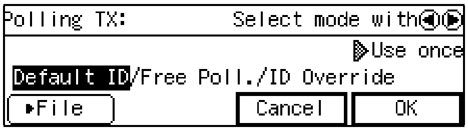
Each time you press the key, the text at the middle right corner of the display toggles between “Save” and “Use once”.

Note

- ❒ To delete the original immediately after transmission, select “Use once”. To repeatedly send the original, select “Save”.

ID Override Polling Transmission

❶ **Press the ◁ or ▷ key to select ID Override and press [OK].**

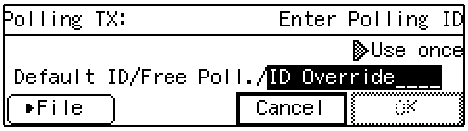


Polling TX: Select mode with◁▷

▷Use once

Default ID/Free Poll./ID Override

❷ **Enter the 4 character Polling ID with letter keys/ number keys and the letter (A–F).**



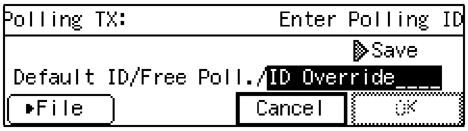
Polling TX: Enter Polling ID
▶Use once
Default ID/Free Poll./ID Override____
▸File Cancel OK

Note

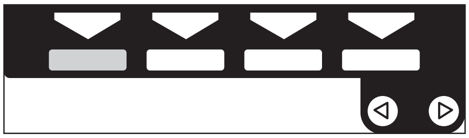
- ❒ If you make a mistake, press the **【Clear/Stop】** key and try again.

0000 and FFFF is not available.

❸ **Press [▶ File] and specify whether to save the stored original.**



Polling TX: Enter Polling ID
▶Save
Default ID/Free Poll./ID Override____
▸File Cancel OK



THYS670E

Each time you press the key, the text at the middle right corner of the display toggles between “Save” and “Use once”.

Note

- ❒ To delete the original immediately after transmission, select “Use once”. To repeatedly send the original, select “Save”.

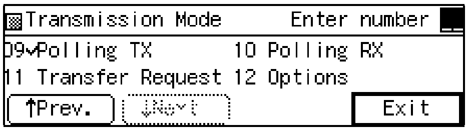
5 **Press [OK].**

The Transmission Mode menu is shown. A check mark is added to “Polling TX”.

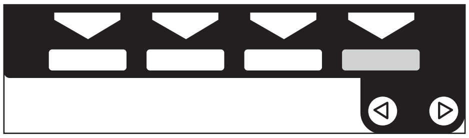
Note

- ❒ To cancel the Polling Transmission, press **[Cancel]**. The Transmission Mode menu is shown.

6 **Press [Exit].**

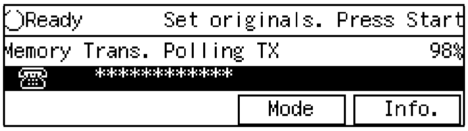


▨Transmission Mode Enter number █
09✓Polling TX 10 Polling RX
11 Transfer Request 12 Options
↑Prev. ↓Next Exit



THYS620E

The initial display is shown.



○Ready Set originals. Press Start
Memory Trans. Polling TX 98%
☎ *************
Mode Info.

Note

- ❒ “Polling TX” is displayed. If you set up other advanced transmission function (except Polling Reception), “Others” is displayed.

7 **Press the 【Start】 key.**

Polling Transmission Clear Report

This report allows you to verify whether Polling Transmission has taken place.

Limitation

- ❒ This report is not printed if the User Parameters are set to allow the stored originals to be repeatedly sent (Save). ⇒ P.184 *“Changing the User Parameters”*

Note

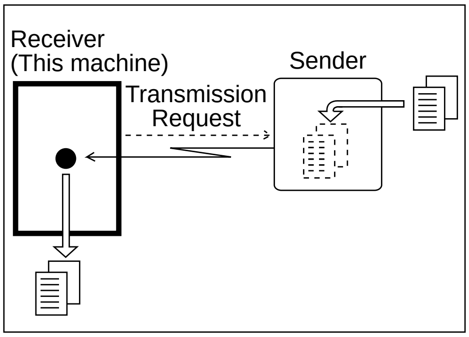
- ❒ This report is turned on by default. You can turn it off if you wish. ⇒ P.184 *“Changing the User Parameters”*

❒ By default, a portion of the sent image is printed on the report. You can turn this off with the User Parameters. ⇒ P.184 *“Changing the User Parameters”*

❒ You can also check the result of a Polling Transmission with the TCR.

POLLING RECEPTION

Use this function if you want to poll a message from another terminal. You can also poll documents from many terminals with only one operation (use Groups and Keystroke programs to fully exploit this feature).



There are two types of Polling Reception.

❖ **Default ID Polling Reception (Free Polling Reception)**

Use this method for Free Polling or Default ID Polling. If the Polling ID is programmed in your machine, any messages waiting in the transmitting machine with the same ID are received. If the other machine does not have any messages waiting with the same Polling ID, any messages that do not require ID are received (Free Polling).

❖ **Override ID Polling Reception**

You must enter an Override Polling ID unique to this transmission. This ID overrides that stored in the Polling ID.

Your machine will receive any messages waiting in the transmitting machine with matching ID's. If no ID's match, any messages that do not require ID are received (Free Polling).

Limitation

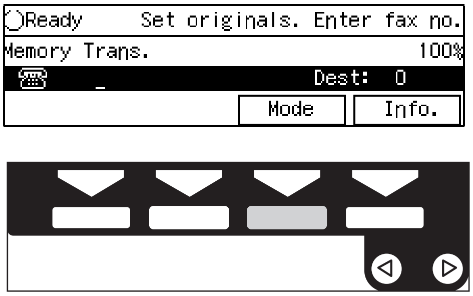
❒ Polling Reception requires that the other machine can perform Polling Transmission.

❒ Usually, you can only receive documents with a polling ID from machines of the same make that support the polling function. However, if the other party's fax machine supports Polling Transmission and the "SEP" function, you can still receive using Polling Reception from another party's fax machine that has a stored IDs.

❒ To receive a message sent by Default ID Polling Transmission or Override ID Polling Transmission, the sender must use a machine of the same make that has polling capability. With Free Polling Reception, a message can be also received from other manufacturers' machines as long as they have polling capability.

❒ A Polling ID may be any four numbers (0 to 9) and characters (A to F) except 0000 and FFFF.

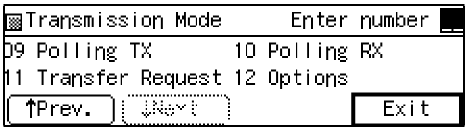
1 **Press [Mode].**



```
○Ready     Set originals. Enter fax no.
Memory Trans.                      100%
 ☎   _                     Dest:  0
                        Mode    Info.
```

The Transmission Mode menu appears.

2 **Enter the "Polling RX" function number with the number keys.**



▩Transmission Mode Enter number ■
09 Polling TX 10 Polling RX
11 Transfer Request 12 Options
↑Prev. ↓Next Exit

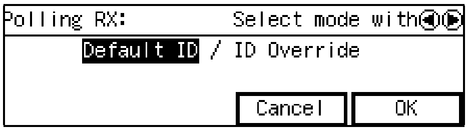
Note

- ❒ If the appropriate display is not shown, press **[↑Prev.]** or **[↓Next]**.

3 **Depending which method you are using, choose one of the following procedures:**

Default ID Polling Reception

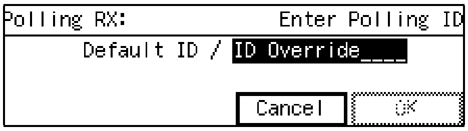
❶ Press the ◁ or ▷ key to select the Default ID and press [OK].



Polling RX: Select mode with◀▶
Default ID / ID Override
Cancel OK

ID Override Polling Reception

❶ Press the ◁ or ▷ key to select the Override ID and press [OK].



Polling RX: Enter Polling ID
Default ID / ID Override____
Cancel OK

❷ Enter a polling ID (4 characters) with the number keys and the letter (A–F).

Note

- ❒ If you make a mistake, press the **【Clear/Stop】** key and try again.
- ❒ 0000 and FFFF is not available.

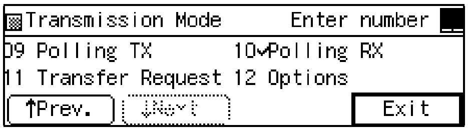
4 **Press [OK].**

The Transmission Mode menu is shown. A check mark is added to Polling Reception.

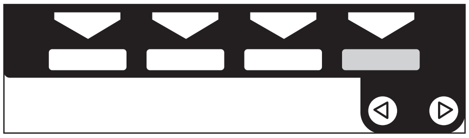
Note

- ❒ To cancel Polling Reception, press **[Cancel]**. The Transmission Mode menu is shown.

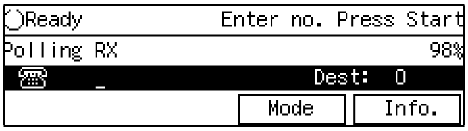
5 **Press [Exit].**



▩Transmission Mode Enter number ■
09 Polling TX 10✓Polling RX
11 Transfer Request 12 Options
↑Prev. ↓Next Exit



The following display is shown.



Ready Enter no. Press Start
Polling RX 98%
☎ _ Dest: 0
Mode Info.

Note

- ❒ "Polling RX" is displayed.

6 **Dial and press the 【Start】 key.**

Polling Reserve Report

This report is printed after Polling Reception has been set up.

Note

- ❒ By default this report is turned off. Turn it on with the User Parameters. ⇒ P.184 *"Changing the User Parameters"*

Polling Result Report

This report is printed after a Polling Reception has been completed and shows the result of the Polling Reception.

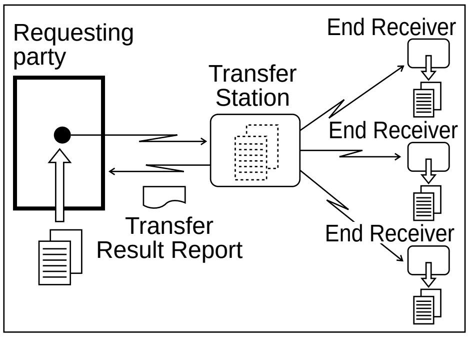
Note

- ❒ You can also check the result of a Polling Reception with the TCR.
- ❒ By default this report is turned on. Turn it on with the User Parameters. ⇒ P.184 *“Changing the User Parameters”*

TRANSFER REQUEST

Transfer Request allows fax machines that have this feature to automatically distribute incoming messages onto multiple fax destinations. This feature helps you save costs when you send the same message to more than one place in a distant area, and saves time since many messages can be sent in a single operation.

The diagram below may make the concept clearer.



ND1X01E9

Preparation

Before you can use this feature you must program the Polling ID and your own dial number. ⇒ P.161 *"Polling ID"*, P.179 *"Transfer Report"*

Polling ID's of the requesting party (this machine) and Transfer Stations must be identical.

The following terminology is used in this section.

❖ Requesting Party

The machine where the message originates from, i.e. the machine making a Transfer Request (in this section, this machine).

❖ Transfer Station

The machine that forwards the incoming message to another destination, i.e. the machine that receives the Transfer Request.

❖ End Receiver

The final destination of the message, i.e. the machine that the Transfer Station sends to. End Receivers must be programmed into Quick Dials, Speed Dials or Groups in the Transfer Station.

Limitation

❐ The Transfer Stations you specify must be machines of the same make as this machine and have the Transfer Station function. The Transfer Station function is not available in this machine.

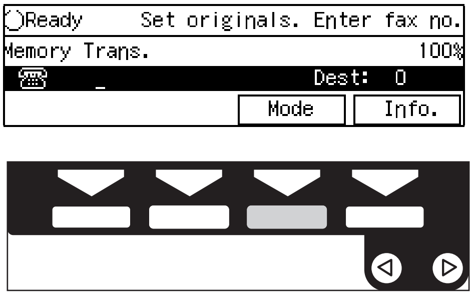
❐ You can specify up to 99 Transfer Stations in a Transfer Request.

❐ You can have up to 30 End Receivers per Transfer Station. If you specify a Transfer Station Group, the Group counts as a single receiver.

❐ The combined total of End Receivers and Transfer Stations you specify with the number keys cannot exceed 99.

1 Set an original and select any scan settings you require.

2 Press [Mode].

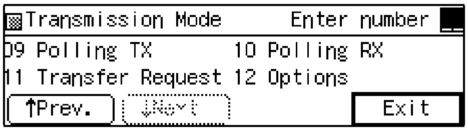


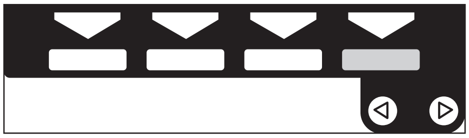
Ready Set originals. Enter fax no.
Memory Trans. 100%
☎ _ Dest: 0

THYS800E

The Transmission Mode menu appears.

3 Enter the "Transfer Request" function number with the number keys.



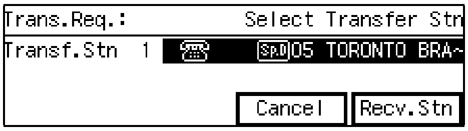


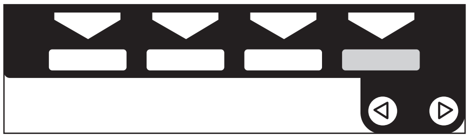
THYS620E

Note

- ❒ If the appropriate display is not shown, press **[↑Prev.]** or **[↓Next]**.

4 Enter a Transfer Stations and press [Recv. Stn].



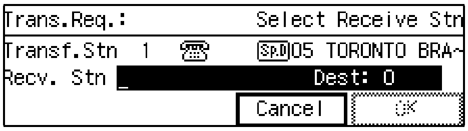


THYS620E

Note

- ❒ Enter the fax numbers of the Transfer Stations with either Quick Dials, Speed Dials or the number keys.
- ❒ If you make a mistake, press the **【Clear/Stop】** key and try again.
- ❒ To cancel the Transfer Request, press**[Cancel]** . The Transmission Mode menu is shown again.

5 Enter one or more End Receivers.

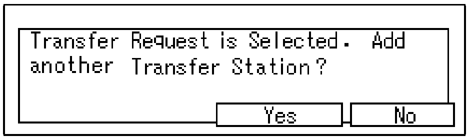


Note

- ❒ You cannot enter the numbers of the End Receivers directly. The numbers must be stored in Quick Dials, Speed Dials or Groups in the Transfer Station(s). To specify an End Receiver, use the special format described in ⇒ P.89 *"Specifying an End Receiver"*.
- ❒ Press **[Add RcvStn]** if you wish enter more End Receivers.
- ❒ Press ◁ or ▷ to see the End Receivers already entered. You can select an End Receiver from this list and cancel it by pressing the **【Clear/Stop】** key.
- ❒ To cancel the Transfer Request, press **[Cancel]**.

6 When you have specified all the End Receivers, press [OK].

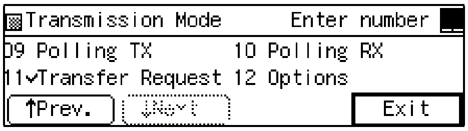
7 If you want to enter an additional Transfer Station, press [Yes] and repeat steps 4 to 6.

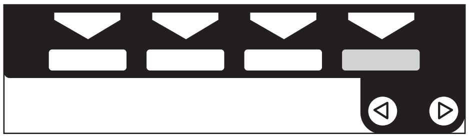


Transfer Request is Selected. Add another Transfer Station?

If you press **[No]**, the Transmission Mode menu is shown and a check mark is added to Transfer Request.

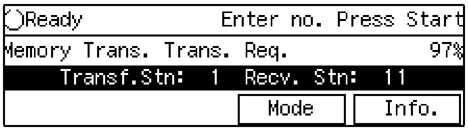
8 Press [Exit].





THYS620E

The following display is shown.



```
Ready                Enter no. Press Start
Memory Trans. Trans. Req.              97%
   Transf.Stn:  1   Recv. Stn:  11
```

Note

- ❒ The numbers of Transfer Stations and End Receivers are displayed.

9 **Press the 【Start】 key.**

Specifying an End Receiver

When you make a Transfer Request, you must specify the final destinations (End Receivers) for your message.

You cannot enter the numbers of the End Receivers directly. Instead, enter a simple code that describes where the numbers are stored in the Transfer Station (in Quick Dials, Speed Dials or Groups).

The numbers must first have been stored in Quick Dials, Speed Dials or Groups in the Transfer Station(s).

❖ **Quick Dial**

Enter 【#】 followed by the number (2 digits) of the Quick Dial where the End Receiver is stored.

For example, to choose the number stored in Quick Dial 01 in the Transfer Station, enter: 【#】【0】{1】

❖ **Speed Dial**

Enter 【#】, 【✱】 followed by the Speed Dial code (2 or 3 digits).

For example, to choose the number stored in Speed Dial 12 in the Transfer Station, enter:【#】【✱】【1】【2】

❖ **Group Dial**

Enter【#】,【✱】,【✱】followed by the Group number (2 digits).

For example, to choose the number stored in Group 04 in the Transfer Station, enter: 【#】【✱】【✱】【0】【4】

TRANSMISSION OPTIONS

This section describes various features that you can switch on and off for any particular transmission by following the procedure at the end of this section.

In addition, if you frequently use a certain configuration of options, you can change the default home position (on or off) of each option with the User Parameters. ⇒ P.184 *“Changing the User Parameters”*

TTI (Transmit Terminal Identification) Print

By default, the machine adds your TTI identification to each message you send so it appears on the printed fax at the other end. You can change your TTI with the Key Operator Settings. ⇒ P.151 *“KEY OPERATOR SETTINGS”*

Note

- ❒ You can switch this feature off with the User Parameters. ⇒ P.184 *“Changing the User Parameters”*

Label Insertion

With this feature you can have the receiver's name printed on the message when it is received at the other end. The name will be printed at the top of the page and will be preceded by “To”.

Limitation

- ❒ If you select Label Insertion, the label might be printed over a portion of the image when received at the other end.

Note

- ❒ Program the receiver's name and number in a Quick Dial or Speed Dial with Label Insertion turned on with the user parameter.

Create Margin Transmission

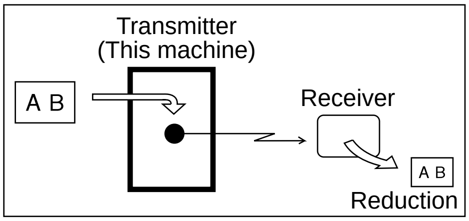
Using this feature your message is sent at a reduced size (93%) with a blank margin on the left.

Limitation

- ❒ This feature is not available at Immediate Transmission.
- ❒ Image Rotation is not available with this feature.

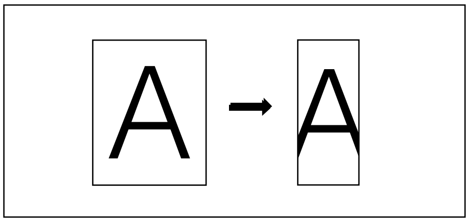
Auto Reduction

By default, if the receiver's paper is smaller than the paper you are sending on, the message is automatically reduced to fit onto the paper available at the other end.



Important

- ❒ If you turn this feature off, the scale of the original is maintained and some parts of the image may be lost when printed at the other end.



Note

- ❒ You can switch this feature on and off with the User Parameters. The default setting is on. ⇒ P.184 *"Changing the User Parameters"*

Closed Network

If you turn this feature on, transmission will only take place if the destination's Polling ID is the same as yours. This feature can stop you from accidentally sending information to the wrong place (you need to co-ordinate Polling ID's with the other party).

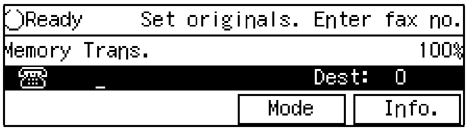
Note

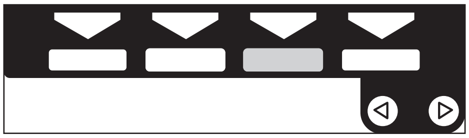
- ❒ You can switch this feature on and off with the User Parameters. The default setting is off. ⇒ P.184 *"Changing the User Parameters"*

Selecting Transmission Options for a Single Transmission

1 Set the original and select any scan settings you require.

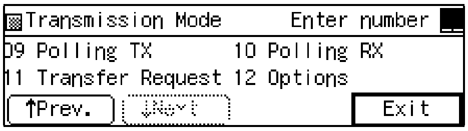
2 Press [Mode].


Ready Set originals. Enter fax no.
Memory Trans. 100%
☎ _ Dest: 0



The Transmission Mode menu appears.

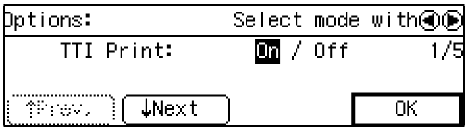
3 Enter the "Options" function number with the number keys.


Transmission Mode Enter number
09 Polling TX 10 Polling RX
11 Transfer Request 12 Options

Note

- ❒ If "Options" is not shown, press **[↑Prev.]** or **[↓Next]**.

4 Press the ◁ or ▷ key to switch TTI Print on or off.


Options: Select mode with◁▷
TTI Print: On / Off 1/5

Note

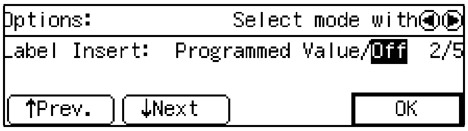
- ❒ The default setting is on.

5 If you want to set another option, press [↓Next].

Note

- ❒ To finish, go to step 14.

6 Press the ◁ or ▷ key to switch Label Insertion on or off.


Options: Select mode with◁▷
Label Insert: Programmed Value/Off 2/5

Note

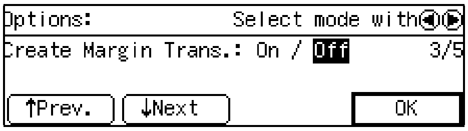
- ❒ The default setting is off.
- ❒ To cancel the changes, press **[Cancel]**. The Transmission Mode menu is shown.

7 If you want to set another option, press [↑Prev.] or [↓Next].

Note

- ❒ To finish, go to step 14.

8 Press the ◁ or ▷ key to switch Create Margin Transmission on or off.



Options: Select mode with◀▶

Create Margin Trans.: On / **Off** 3/5

Note

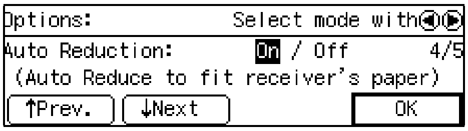
- ❒ The default setting is off.
- ❒ To cancel the changes, press **[Cancel]**. The transmission Mode menu is shown.

9 If you want to set another option , press [↑ Prev.] or [↓ Next].

Note

- ❒ To finish, go to step 14.

10 Press the ◁ or ▷ key to switch Auto Reduction on or off.



Options: Select mode with◀▶

Auto Reduction: **On** / Off 4/5

(Auto Reduce to fit receiver's paper)

Note

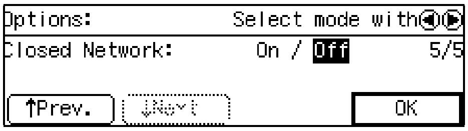
- ❒ The default setting is on.
- ❒ To cancel the setting, press **[Cancel]**. The Transmission Mode menu is shown.

11 If you want to set another option, press [↑Prev.] or [↓Next].

Note

- ❒ To finish, go to step 14.

12 Press the ◁ or ▷ key to switch closed network on or off.



Options: Select mode with◀▶

Closed Network: On / **Off** 5/5

13 If you want to set another option, press [↑Prev.].

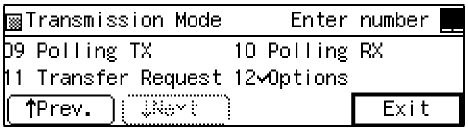
Note

- ❒ To finish, go to step 14.

14 Press [OK].

The Transmission Mode menu is shown. A check mark is added to Options.

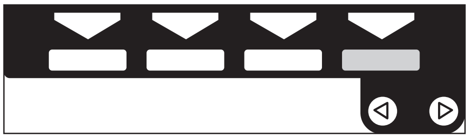
15 Press [Exit].



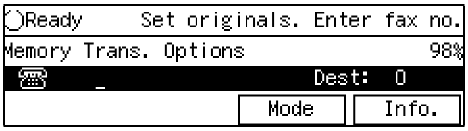
Transmission Mode Enter number

09 Polling TX 10 Polling RX

11 Transfer Request 12✓Options



The initial display is shown.



Ready Set originals. Enter fax no.

Memory Trans. Options 98%

Dest: 0

Note

- ❒ "Options" is shown. If you set up another advanced transmission function (except Polling Reception), "Others" is shown.

16 Dial and press the 【Start】 key.

5. Communication Information

CHECKING AND CANCELING TRANSMISSION FILES

Transmission files are originals that have been stored in memory and are awaiting transmission. The features that produce transmission files are Memory Transmission, Confidential Transmission, Transfer Request, Polling Reception and Polling Transmission. These features are described in detail elsewhere in this document.

This section describes how you can:

- Delete a file (cancel transmission)
- Print a file [*1]
- Check the destination(s) and options selected
- Alter when a file will be sent
- Resend a file
- Change destinations
- Delete destinations
- Add destinations

[*1] This does not apply to Polling Reception or Confidential Transmission.

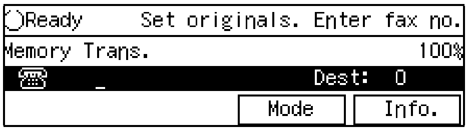
Limitation

❒ If you cancel a file being sent, the communication is immediately stopped and the file is canceled. A page which has already been sent cannot be canceled.

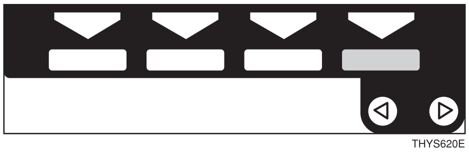
❒ You cannot change the start time add/delete a destination while a file is being sent.

Canceling a Transmission

1 Press [Info.].

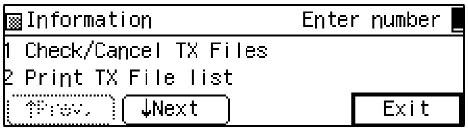


```
Ready      Set originals. Enter fax no.
Memory Trans.                      100%
☎  _                     Dest:  0
                        Mode    Info.
```



The Information menu is shown.

2 Enter the "Check/Cancel TX Files" function number with the number keys.

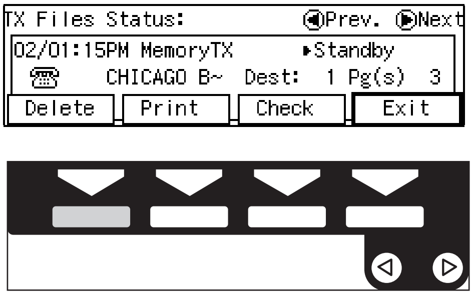


```
Information              Enter number
1 Check/Cancel TX Files
2 Print TX File list
 ↑Prev.  ↓Next                 Exit
```

Note

❒ If "Check/Cancel TX Files" is not shown, press **[↑Prev.]** or **[↓Next]**.

3 **Press the ◁ or ▷ key until the file you want to delete is shown and press [Delete].**



```
TX Files Status:                ◀Prev. ▶Next
02/01:15PM MemoryTX         ▸Standby
 ☎     CHICAGO B~  Dest:   1 Pg(s)   3
Delete    Print    Check    Exit
```

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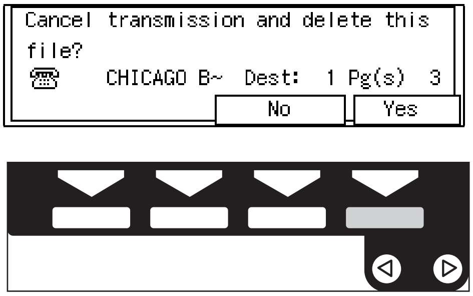
4 **Press [Yes].**

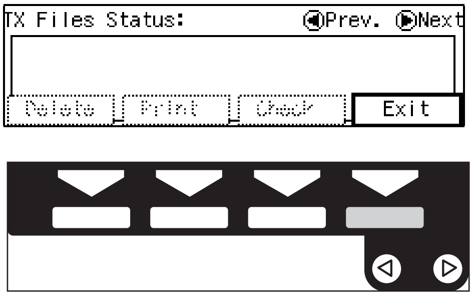


```
Cancel transmission and delete this
file?
☎     CHICAGO B~  Dest:   1 Pg(s)   3
                    No        Yes
```

THYS620E

The file is erased.

5 **Press [Exit].**



```
TX Files Status:                ◀Prev. ▶Next

Delete    Print    Check    Exit
```

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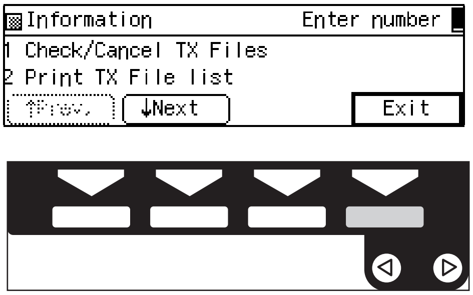
Note

- ☐ To delete another file, repeat steps 3 and 4.

6 **Press [Exit].**



```
▩Information              Enter number
1 Check/Cancel TX Files
2 Print TX File list
 ↑Prev.   ↓Next                  Exit
```

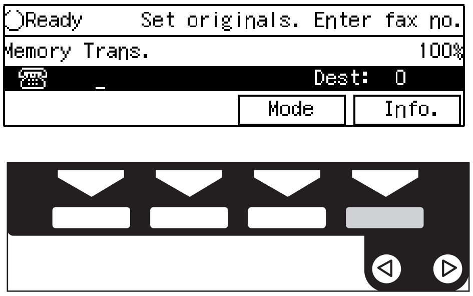
THYS620E

The initial display is shown.

Printing a File

If you wish to check the contents of a fax that is stored in memory and has not been sent yet, use this procedure to print it out.

1 **Press [Info.].**

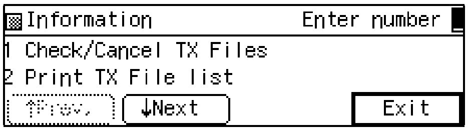


```
○Ready      Set originals. Enter fax no.
Memory Trans.                       100%
 ☎    _                     Dest:  0
                          Mode    Info.
```

THYS620E

The Information menu is shown.

2 **Enter the "Check/Cancel TX Files" function number with the number keys.**

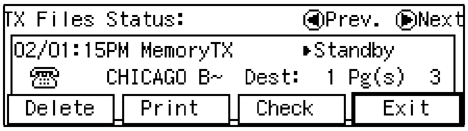


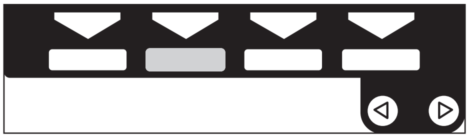
```
▩Information              Enter number
1 Check/Cancel TX Files
2 Print TX File list
 ↑Prev.   ↓Next                  Exit
```

Note

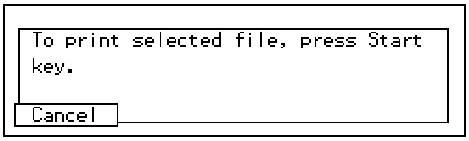
- ☐ If "Check/Cancel TX Files" is not shown, press **[↑Prev.]** or **[↓Next]**.

3 **Press the ◁ or ▷ key until the file you want to print is shown and press [Print].**


TX Files Status: ◀Prev. ▶Next
02/01:15PM MemoryTX ▸Standby
☎ CHICAGO B~ Dest: 1 Pg(s) 3


THYS760E

4 **Press the 【Start】 key.**

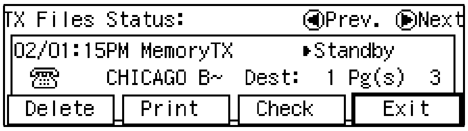

To print selected file, press Start key.

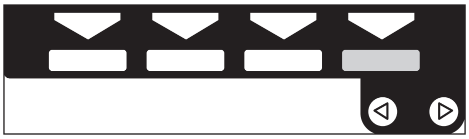
The file is printed.

Note

- ❒ Press **[Cancel]** to stop printing the file and return to the step 3 display.

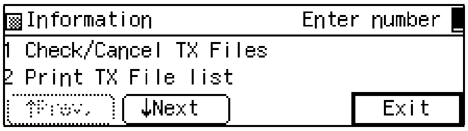
5 **Press [Exit].**

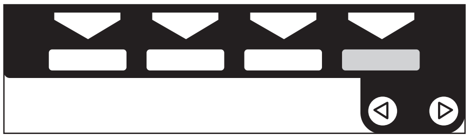

TX Files Status: ◀Prev. ▶Next
02/01:15PM MemoryTX ▸Standby
☎ CHICAGO B~ Dest: 1 Pg(s) 3


THYS620E

The Information menu is shown again.

6 **Press [Exit].**


Information Enter number
1 Check/Cancel TX Files
2 Print TX File list

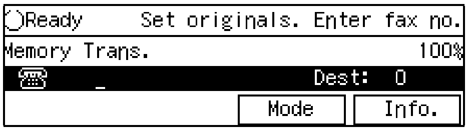

THYS620E

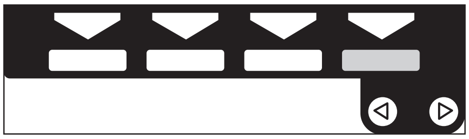
The initial display is shown.

Checking and Editing a File

Use this procedure to check or edit destination(s), check options selected or alter the transmission time.

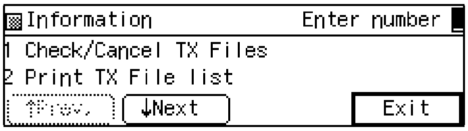
1 **Press [Info.].**


Ready Set originals. Enter fax no.
Memory Trans. 100%
☎ _ Dest: 0


THYS620E

The Information menu is shown.

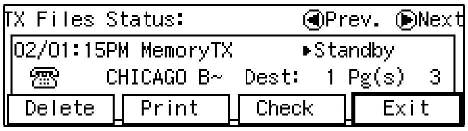
2 **Enter the "Check/Cancel TX Files" function number with the number keys.**


Information Enter number
1 Check/Cancel TX Files
2 Print TX File list

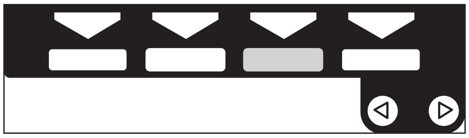
Note

- ❒ If "Check/Cancel TX Files" is not shown, press **[↑Prev.]** or **[↓Next]**.

3 **Press the ◁ or ▷ key until the file you want to print is shown. Then press [Check].**



```
X Files Status:            ◀Prev. ▶Next
02/01:15PM MemoryTX        ▸Standby
 ☎    CHICAGO B~  Dest:  1 Pg(s)  3
 Delete   Print    Check    Exit
```



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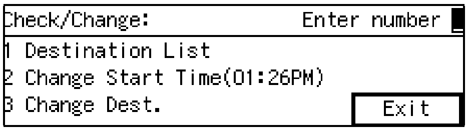
4 **Depending on the setting you want to check or change, use one of the following procedures.**

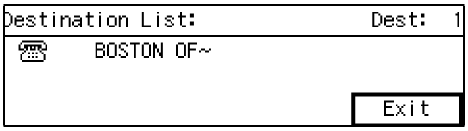
Checking Destinations (Destination List)

❶ **Enter the "Destination List" function number with the number keys.**



```
heck/Change:              Enter number
1 Destination List
2 Change Start Time(01:26PM)
3 Change Dest.                  Exit
```

The total number of destinations and the fax number or each destination's name is shown.



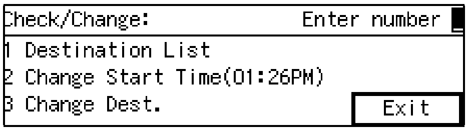
```
Destination List:              Dest:  1
 ☎    BOSTON OF~

                                Exit
```

Note

- ❒ To see hidden destinations, press **[↑Prev.]** or **[↓Next]**.

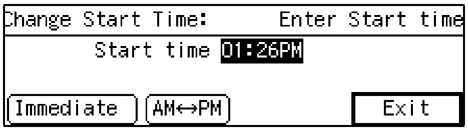
Changing the Transmission Time

❶ **Enter the "Change Start Time" function number with the number keys.**



```
heck/Change:              Enter number
1 Destination List
2 Change Start Time(01:26PM)
3 Change Dest.                  Exit
```

❷ **Enter the transmission time (4 digits) with the number keys.**



```
hange Start Time:      Enter Start time
        Start time 01:26PM

Immediate  AM↔PM                Exit
```

Use 24-hour or 12-hour format depending on your area. For 12-hour format, press [AM ↔ PM] to switch between AM and PM.

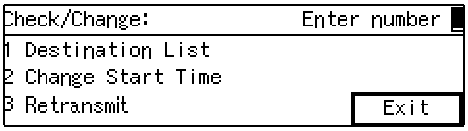
Note

- ❒ You can not specify a start time more than 24 hours into the future.
- ❒ To start transmission immediately, press **[Immediate]**. If memory contains other files queued for transmission, those files are sent first.

Re-sending a File

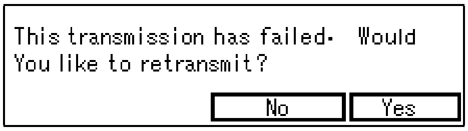
If you select the failed transmission file, you can resend it. This feature allows you to transmit a fax message again. You can choose to have files that were not transmitted successfully stored in memory. These files will be kept for either up to 24 or 72 hours depending on how you program this feature. ⇒ P.184 *"Changing the User Parameters"*

❶ Enter the "Retransmit " function number with the number keys.

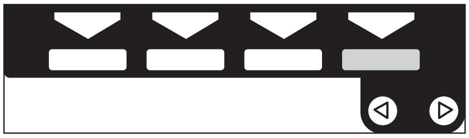


```
heck/Change:                Enter number
1 Destination List
2 Change Start Time
3 Retransmit                      Exit
```

❷ Press [Yes].



```
This transmission has failed.  Would
You like to retransmit?
                          No      Yes
```



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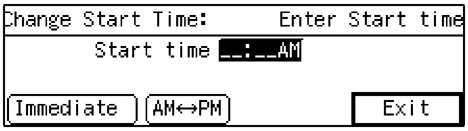
Note

- ❒ If you do not want to send the file, press **[No]**.

❸ Enter the start time with the number keys.



```
hange Start Time:        Enter Start time
        Start time __:__AM
Immediate  AM↔PM                  Exit
```

Use 24-hour or 12-hour format depending on your area. For 12-hour format, press [AM ↔ PM] to switch AM and PM.

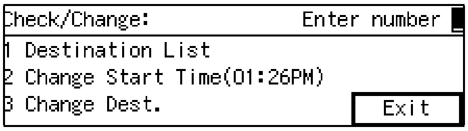
Note

- ❒ You can not specify a start time more than 24 hours into the future.
- ❒ To start transmission immediately, press **[Immediate]**. If memory contains other files queued for transmission, those files are sent first.

Changing a Destination

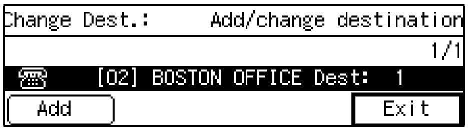
You can delete or add destinations.

❶ Enter the "Change Dest." function number with the number keys.



```
heck/Change:                Enter number
1 Destination List
2 Change Start Time(01:26PM)
3 Change Dest.                    Exit
```

❷ Change the destination.



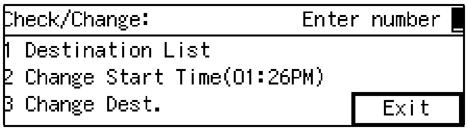
```
hange Dest.:      Add/change destination
                                     1/1
☎      [02] BOSTON OFFICE Dest:   1
 Add                              Exit
```

Note

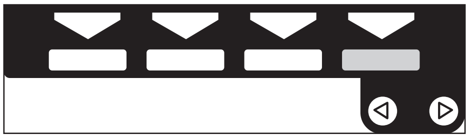
- ❒ To cancel a destination, press the ◁ or ▷ key until the destination you want to cancel is shown and press the **【Clear/Stop】** key.
- ❒ To add a destination, press **[Add]** and enter the fax number with the number keys. Destinations can be specified only by using the number keys. The destination is added to the end of the list.
- ❒ If you change a destination of a file that is automatically being dialed or awaiting redial, redial is canceled so you will need to resend that file. ⇒ P.96 *"Re-sending a File"*

5 Press [Exit].

6 Press [Exit].



```
heck/Change:                Enter number
1 Destination List
2 Change Start Time(01:26PM)
3 Change Dest.                    Exit
```



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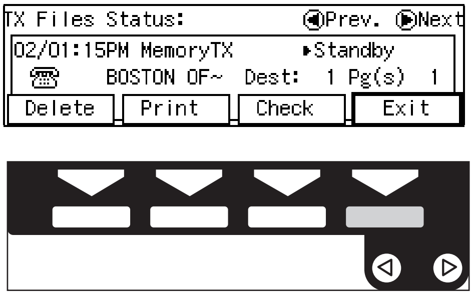
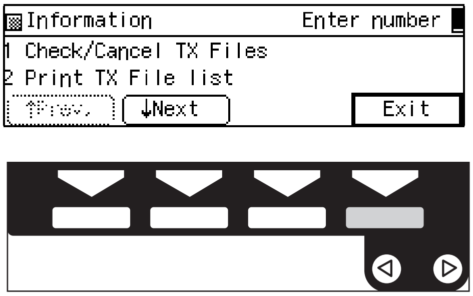
7 **Press [Exit].**



TX Files Status: ◀Prev. ▶Next
02/01:15PM MemoryTX ▸Standby
☎ BOSTON OF~ Dest: 1 Pg(s) 1

The Information menu is shown.

8 **Press [Exit].**



▨Information Enter number █
1 Check/Cancel TX Files
2 Print TX File list

The initial display is shown.

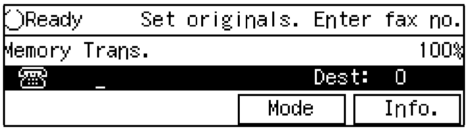
PRINTING A LIST OF FILES IN MEMORY (PRINT TX FILE LIST)

Print this list if you wish to find out which files are stored in memory and what their file numbers are. Knowing the file number can be useful (e.g., when erasing files).

Note

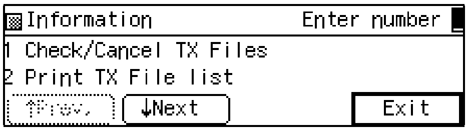
- ❒ The contents of an original stored in memory can also be printed. ⇒ P.94 *"Printing a File"*

1 **Press [Info.].**



The Information menu is displayed.

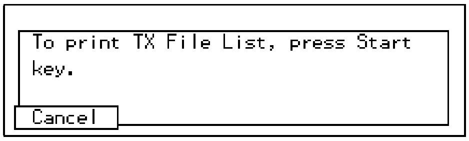
2 **Enter the "Print TX File list " function number with the number keys.**



Note

- ❒ If "Print TX File list " is not shown, press **[↑Prev.]** or **[↓Next]**.

3 **Press the 【Start】 key.**



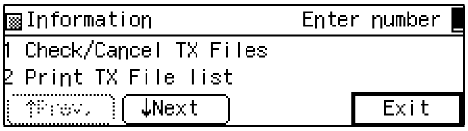
To print TX File List, press Start key.

The transmission file list is printed. When the printing is completed, the Information menu is shown.

Note

- ❒ Press **[Cancel]** to stop printing the file list and return to the Information Menu display.

4 **Press [Exit].**



The initial display is shown.

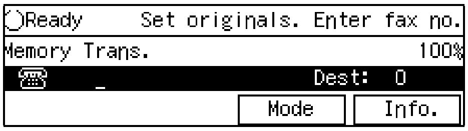
CHECKING THE TRANSMISSION RESULT (TX STATUS)

If you wish to find out whether a file was sent successfully, you don't have to always print the TCR. With this function you can browse through the last 50 completed transmissions on the display.

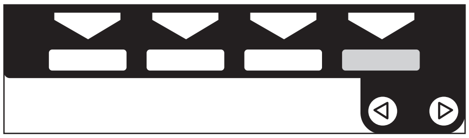
Limitation

- ❒ Only the last 50 transmissions are shown. Earlier transmissions are not available.
- ❒ If a transmission is completed while you are using this function, the result will not be shown until you exit TX File Status and start it again.

1 Press [Info.].

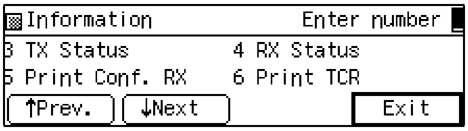


```
○Ready     Set originals. Enter fax no.
Memory Trans.                      100%
 ☎     _               Dest:  0
                       Mode     Info.
```



The Information menu is shown.

2 Enter the "TX Files Status " function number with the number keys.

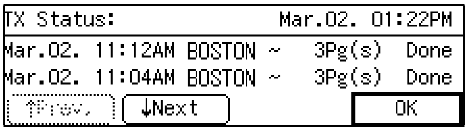


```
▩Information              Enter number
3 TX Status          4 RX Status
5 Print Conf. RX     6 Print TCR
 ↑Prev.   ↓Next                Exit
```

Note

- ❒ If "TX Files Status " is not shown, press **[↑Prev.]** or **[↓Next]**.

3 Press [↑Prev.] or [↓Next] to scroll through the list.



```
TX Status:                 Mar.02. 01:22PM
Mar.02. 11:12AM BOSTON ~   3Pg(s)  Done
Mar.02. 11:04AM BOSTON ~   3Pg(s)  Done
 ↑Prev.   ↓Next                  OK
```

The results are shown two at a time with the most recent above.

4 Press [OK].

The initial display is shown.

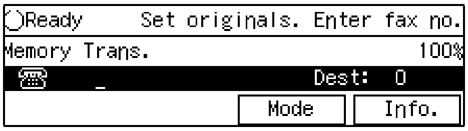
CHECKING THE RECEPTION RESULT (RX STATUS)

This function lets you check up on the last 50 messages received without having to print the TCR. You can browse through the received messages on the display.

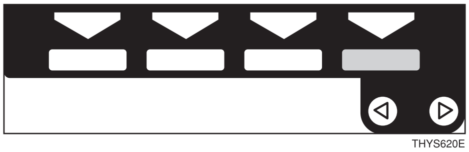
Limitation

- ❒ Only the last 50 messages are displayed. Earlier messages are not available.
- ❒ If a message is received while you are using this function, the result will not be shown until you exit RX File Status and start it again.

1 **Press [Info.].**

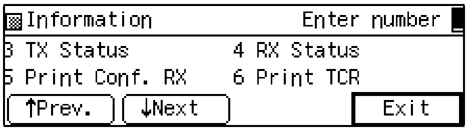


```
○Ready     Set originals. Enter fax no.
Memory Trans.                       100%
 ☎     _              Dest:  0
                        Mode     Info.
```



The Information menu is shown.

2 **Enter the "RX Files Status" function number with the number keys.**

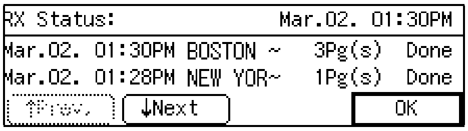


```
▩Information               Enter number
3 TX Status          4 RX Status
5 Print Conf. RX     6 Print TCR
 ↑Prev.   ↓Next                 Exit
```

Note

- ❒ If "RX Files Status" is not shown, press **[↑Prev.]** or **[↓Next]**.

3 **Press [↑Prev.] or [↓Next] to scroll through the messages.**



```
RX Status:                  Mar.02. 01:30PM
Mar.02. 01:30PM BOSTON ~    3Pg(s)  Done
Mar.02. 01:28PM NEW YOR~    1Pg(s)  Done
 ↑Prev.   ↓Next                  OK
```

The results are shown two at a time with the most recent above.

4 **Press [OK].**

The initial display is shown.

5 **Press [Exit].**

PRINTING A CONFIDENTIAL MESSAGE

This feature is designed to prevent messages being picked up casually by anyone when they are received. If someone sends you a message using Confidential Transmission, it is stored in memory and not automatically printed. To print the message you have to enter the Confidential ID code. When your machine has received a confidential message, the **Confidential File** indicator lights.

Preparation

Before using this function, program your Confidential ID. ⇒ P.161 *"ID Code"*

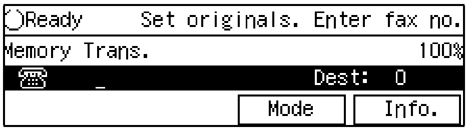
Important

- ❒ If the **Main Power** Switch is off more than an hour, all Confidential Messages are deleted. In such a case, use the Power Failure Report to identify which messages have been lost. ⇒ P.114 *"WHEN POWER IS TURNED OFF OR FAILS"*

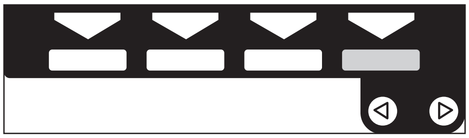
Limitation

- ❒ You must program the Confidential ID for Confidential Reception to work.

1 Press [Info.].

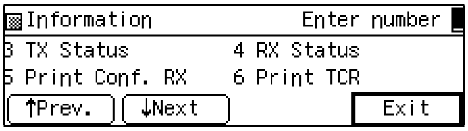


```
○Ready     Set originals. Enter fax no.
Memory Trans.                       100%
 ☎     _                 Dest:  0
                          Mode   Info.
```



The Information menu is shown.

2 Enter the "Print Conf. RX" function number with the number keys.

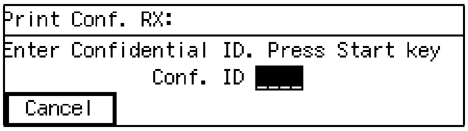


```
▨Information               Enter number ▮
3 TX Status           4 RX Status
5 Print Conf. RX      6 Print TCR
 ↑Prev.   ↓Next                    Exit
```

Note

- ❒ If "Print Conf. RX" is not shown, press **[↑Prev.]** or **[↓Next]**.

3 Enter the Confidential ID (4-digit number) with the number keys.



```
Print Conf. RX:
Enter Confidential ID. Press Start key
           Conf. ID ____
 Cancel
```

Note

- ❒ If you receive a fax by Confidential ID Override Reception, enter the override Confidential ID.
- ❒ You need to obtain the override Confidential ID from the sender.

4 Press the 【Start】 key.

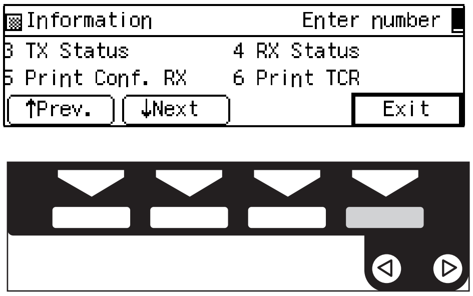
The received messages are printed. When printing has finished, the Information menu is shown.

Note

- ❒ If no Confidential Messages have been received, the message "No reception file(s) exists." is shown. Press **[OK]**.
- ❒ If the Confidential IDs or Personal Confidential IDs do not match, the message "No file(s) exist for this Confidential ID." is displayed. Press **[OK]** to cancel the operation, check the Confi-

dential ID or Personal Confidential ID with the other party and try again.

5 Press [Exit].



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The initial display is shown.

Confidential File Report

By default, this report is printed whenever your machine receives a Confidential Message.

Note

- ❒ You can turn this report off with the User Parameters. ⇒ P.184 *"Changing the User Parameters"*

PRINTING THE TCR

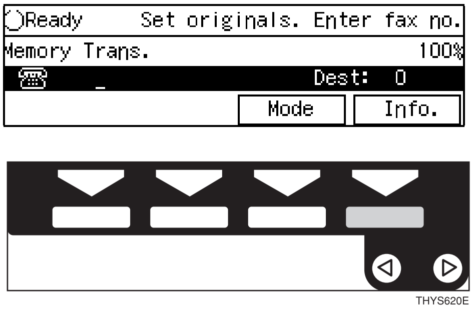
The TCR (Transaction Confirmation Report) contains information about the communications made by your machine. By default, it is printed automatically after every 50 communications (receptions + transmissions).

You can also print a copy of the TCR at any time by following the procedure below.

Note

- ❒ The sender's name column of the TCR is useful when you need to register a special sender.
- ❒ If you do not want the TCR printed, you can turn it off. ⇒ P.184 *"Changing the User Parameters"*

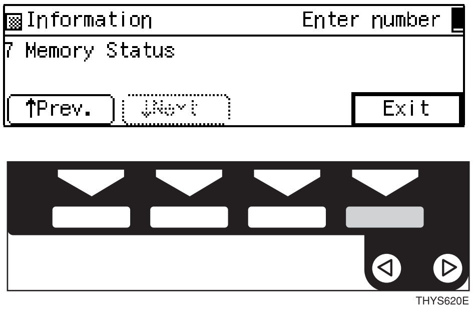
1 **Press [Info.].**



Ready Set originals. Enter fax no.
Memory Trans. 100%
Dest: 0

The Information menu is shown.

2 **Enter the "Print TCR" function number with the number keys.**

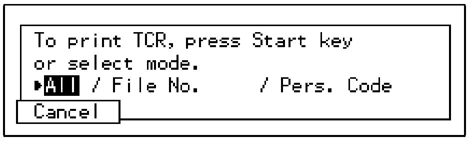


Information Enter number
7 Memory Status

Note

- ❒ If "Print TCR" is not shown, press **[↑Prev.]** or **[↓Next]**.

3 **Press the ◁ or ▷ key to select the format you want to print.**



To print TCR, press Start key
or select mode.
▸All / File No. / Pers. Code

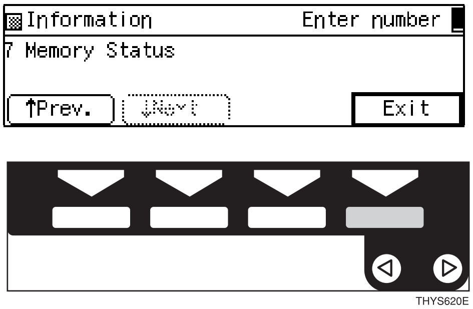
Note

- ❒ Select "File No." to enter a 4-digit file number with the number keys.
- ❒ Select "Pers. Code" to enter a Personal Code (8-digit number) with the number keys.
- ❒ Press **[Cancel]** to return to the Information menu.

4 **Press the 【Start】 key.**

The TCR is printed.

5 **Press [Exit].**



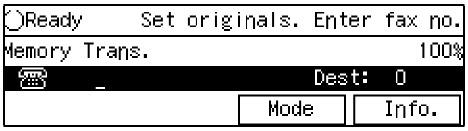
Information Enter number
7 Memory Status

The initial display is shown.

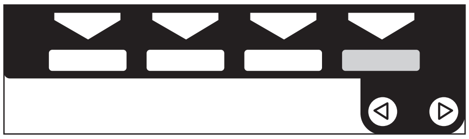
DISPLAYING THE MEMORY STATUS

Use this function to display a summary of current memory usage. Items shown are the percentage of free memory space, the number of received confidential messages, the number of files to be sent, and the number of received messages to be printed.

1 **Press [Info.].**

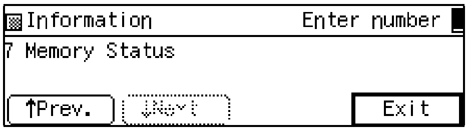


```
◌Ready     Set originals. Enter fax no.
Memory Trans.                      100%
 ☎  _                  Dest:  0
                       Mode     Info.
```



The Information menu is shown.

2 **Enter the “Memory Status” function number with the number keys.**



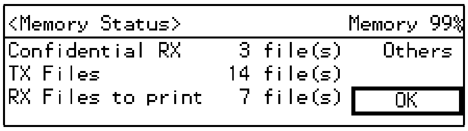
```
▨Information            Enter number
7 Memory Status

↑Prev.   ↓Next                  Exit
```

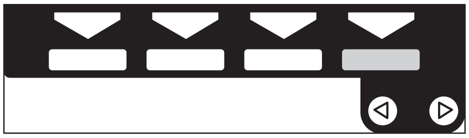
Note

- ❒ If “Memory Status” is not shown, press **[↑Prev.]** or **[↓Next]**.

3 **The usage is displayed. When you have finished, press [OK].**



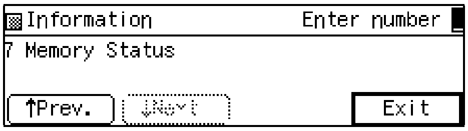
```
<Memory Status>              Memory 99%
Confidential RX     3 file(s)   Others
TX Files           14 file(s)
RX Files to print   7 file(s)    OK
```



Note

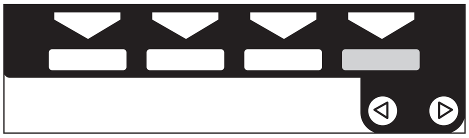
- ❒ If “Others” is displayed, it means that one or more Auto Documents have been stored. ⇒ P.136 *“Registering Auto Documents”*

4 **Press [Exit].**



```
▨Information            Enter number
7 Memory Status

↑Prev.   ↓Next                  Exit
```



The initial display is shown.

This page is intentionally blank.

WHEN TONER RUNS OUT

When the machine has run out of toner the ⍗ symbol appears on the display. Note that even if there is no toner left you can still send fax message.

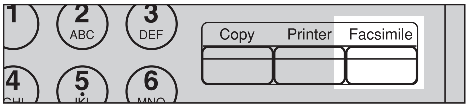
Important

❒ If you continue receiving and sending faxes after toner runs out, communication will not be possible after 100 (900 with optional Fax Function Upgrade) communications.

Limitation

❒ The Memory Storage Report, Polling Reserve Report and Confidential File Report are not printed.

1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



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Note

❒ If the standby display is not shown, press the 【**Fax**】 key.

2 **Press [Exit].**

The error display closes.

⇒ P.22 *"MEMORY TRANSMISSION"*

⇒ P.30 *"IMMEDIATE TRANSMISSION"*

ERROR MESSAGES AND THEIR MEANINGS

If there is an error, one of the following messages may appear on the display. It might just flash up briefly, so if you are watching for errors, stay by the machine and check the display.

Message	Problem and Solution
Clear Misfeed(s) Remove originals from the Document Feeder.	• Original misfeed • Remove originals from Document Feeder. • Set any pages of the original that were not scanned and send again.
Reset originals and press Start.	Original jammed during Memory Transmission. Reset originals that haven't been scanned.
Error. Transmission has been cancelled.	A document jam occurred during Immediate Transmission. Press **[OK]** and resend the page which has been not sent.
	An error occurred during Immediate Transmission. Press **[OK]** and re-send the original. **Note** ❒ There may be a problem with the machine or the telephone line (e.g. noise or cross talk). If the error re-occurs frequently, contact your service representative.
Cannot detect original size. Reset original(s) and press Start key.	The machine failed to detect the size of the original. Press ◁ or ▷ to select the size and press the **【Start】** key again.
<FAX> Personal Code Access. Please enter your Personal Code.	Personal Codes Access are switched on. You need to enter a previously programmed 8 digit ID code. For more information, see P.151 *“Personal Codes”*.
🔧Service call Functional problem with the fax. Please contact your service representative.	There is a problem with the fax function. Contact your service representative and tell the code number shown in the display. The copier function will still work normally.
Memory is full. Cannot store additional originals. (Stored original(s) will be transmitted.)	If you press OK, the machine returns to the standby mode and start transmitting pages which has been scanned.

SOLVING PROBLEMS

This table lists some common problems and their solutions.

Problem	Solution	Refer to
Image background appears dirty when received at the other end.	Adjust the scan density.	P.36 *"Image Density (Contrast)"*
Printed or sent image contains spots.	The Document Feeder (ADF) or exposure glass is dirty. Clean them. See the Copy Reference. Make sure that ink or eraser is dry before setting the original.	---
Received image is too light.	Request the sender to increase the image density.	P.13 *"ACCEPTABLE TYPES OF ORIGINALS"*
	When using moist, rough or processed paper, the printed image may be partly invisible. Only use recommended paper.	
	When ⬇ is blinking, toner is beginning to run out. Replace the toner cartridge soon. ⇒See the Copy Reference.	---
Message appears blank at the other end.	The original was set upside down. Set it properly.	P.17 *"HOW TO SET AN ORIGINAL"*
You want to cancel a Memory Transmission.	If the original is being stored, press the **【Clear/Stop】** key.	P.4 *"OPERATION PANEL"*
	If the original is being sent, use "Check/Cancel TX Files" in the Information menu.	P.17 *"HOW TO SET AN ORIGINAL"*
You want to cancel an Immediate Transmission.	Press the **【Clear/Stop】** key.	P.4 *"OPERATION PANEL"*

You cannot add any destination in Group though it does not reach the maximum number.	100 (with Fax Function Upgrade it is 1000) destination has been programmed with the number keys. Program it with the **Quick Dial** key or **Speed Dial** instead.	P.39 *“Restrictions When Dialing with the Number Keys”*
Immediate transmission error occurs while copying in multiple numbers.	Use memory transmission while copying in multiple numbers.	P.22 *“MEMORY TRANSMISSION”*

INDICATORS

When the Receive File Indicator is Lit or Flashing

If the **Receive File** indicator is lit, a message has been received but could not be printed for some reason. The message was stored in memory (Substitute Reception). When you solve the problem, the message will be automatically printed out. The table below lists some problems that could have caused Substitute Reception to take place and their solutions.

Why Substitute Reception Occurred	Indication/Status	Solution
Paper has run out	📥 and/or 【**Fax**】 key is lit in red.	Add paper. ⇒See the "Loading Paper" in the Copy Reference."
Toner is empty	🖨 is lit	Replace the toner cartridge. ⇒See the "Replacing the Toner Cartridge" in the Copy Reference.
Paper is jammed	✂ is lit	Remove the jammed paper. ⇒See the "Clearing Misfeed" in the Copy Reference.
Cover is open	The message “Doors/Covers open” appears.	A cover other than the Document Feeder (ADF) or side cover is open. ⇒Close the cover.
Machine is busy printing with another function	The machine is printing with another function.	The message will be printed after the current job finishes automatically.

When the Confidential File Indicator ✉ is Lit

If this indicator is lit, a message has been received into memory with Confidential Reception. You need to print it out manually. ⇒ P.102 *“PRINTING A CONFIDENTIAL MESSAGE”*

When the【Fax】key is Lit in Red

If this key is lit, refer to the table below and take the appropriate action.

Problem	Solution
Paper has run out.	Add paper. ⇒See the Loading Paper in the Copy Reference.
The machine is in RDS (Remote Diagnositc System) mode.	Wait with the main power switch on. Machine will go to the standby mode after it exits from the RDS mode.
A facsimile error has occurred.	The facsimile has a problem. Contact a service representative. The copier will still function normally.

WHEN AN ERROR REPORT IS PRINTED

An error report is printed when a message could not be successfully sent or received.

Possible causes include a problem with your machine or the receiver's, noise on the telephone line etc. If an error occurs during transmission, re-send the original. If an error occurs during reception, ask the sender to re-send the message.

Note

❒ If the error happens frequently, contact your service representative.

WHEN POWER IS TURNED OFF OR FAILS

Even if the main power switch is turned off, the contents of the machine's memory (programmed numbers etc.) will not be lost. However, if power is lost for more than 1 hour through the main power switch being turned off, a power cut or the power cable being removed, memory contents will be lost. Lost items will include any fax messages stored in memory using Memory Transmission or Reception.

If a file has been deleted from memory, a Power Failure Report is automatically printed as soon has power is restored. This report can be used to identify lost files. If an original stored for Memory Transmission was lost, re-send it. If a message received by Memory Reception or Substitute Reception was lost, ask the sender to re-send it. If an Auto Document was lost, you will need to store it in memory again.

Important

- ❒ Make sure that 100 % is shown on the display before you unplug the machine. If a lower value is shown, some data is currently stored in memory.
- ❒ Right after a power failure, the internal battery needs to be sufficiently recharged to guard against future data loss. Please keep the machine plugged in and the main power switch on for at least 24 hours after the power loss occurs.

7. Facsimile User Tools

ACCESSING THE USER TOOLS

The User Tools allow you to program the machine with your identification, store frequently used numbers and settings, and customize the default settings to match your needs.

So you can find the User Tool you want quickly and easily, they are grouped by function:

❖ **Register/Delete**
Use to program or delete: Quick Dials, Groups, Speed Dial, Keystroke Programs, Auto Documents, Irregular scan Area

❖ **Reports/Lists**
Use to print: the TCR, Group list, Keystroke Program list, Speed Dial list, Auto Document list, Quick Dial list and Auto Documents.

❖ **Initial Setup TX**
Use to set defaults for: Transmission mode (Memory/Immediate), scanning conditions (Resolution, Image Density and Original Type)

❖ **Initial Setup RX**
Use to turn on or off: Reverse Order Printing Checkered Mark, Center Mark, Print RX Time, Authorized Reception, Special RX NOS., Forwarding.

❖ **User Functions**
Use to program settings you frequently use into the User Function Keys

❖ **Key Op. Settings**
Use to program/check: your name, your fax number, line type, various ID codes, monitor volume, date and time, number of documents transmitted/received

Preparation

Some menus will not fit on the display. Press **[↑Prev.]** and **[↓Next]** to scroll through them if you cannot see the item you need.

Press **[PrevMenu]** to return to the Previous menu.

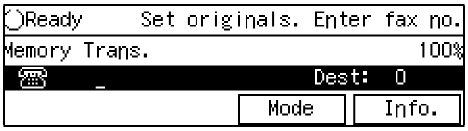
Items that are currently selected appear highlighted.

Press the **[OK]** key to accept the new settings.

Note that the changes will not be made if you do not press the **[OK]** key.

Press **[OK]** or **[Cancel]** to return to the previous display.

1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**

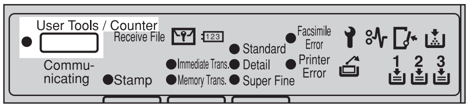


Ready Set originals. Enter fax no.
Memory Trans. 100%
☎ _ Dest: 0
Mode Info.

Note

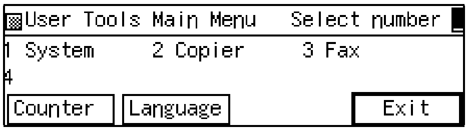
❒ If the standby display is not shown, press the **【Fax】** key.

2 **Press the 【User Tools/Counter】 key.**



THYS880E

3 **Enter the number of the “Fax”.**

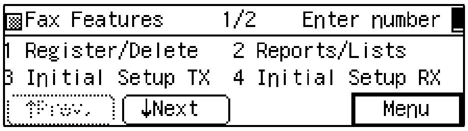


The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

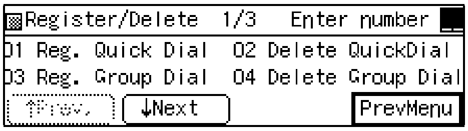
4 **Enter the number that matches the category you require.**


Fax Features 1/2 Enter number
1 Register/Delete 2 Reports/Lists
3 Initial Setup TX 4 Initial Setup RX
↑Prev.
↓Next
Menu

Note

- ❒ If you select “Key Op. Settings,” you must enter the function number for “Key Op. Settings” with number keys and press the 【#】 (Enter) key within 3 seconds.

5 **Enter the function number of the User Tool you require.**


Register/Delete 1/3 Enter number
01 Reg. Quick Dial 02 Delete QuickDial
03 Reg. Group Dial 04 Delete Group Dial
↑Prev.
↓Next
PrevMenu

6 **Follow the instructions on the display.**

For more details on each User Tool, see the relevant pages of this manual.

.

Exiting User Tool mode

1 **When you have made your changes and pressed [OK], press the 【User Tools/Counter】 key to return to standby mode.**

Note

- ❒ To exit “Key Op. Settings”, you need to return to the Facsimile User Tools initial display. Press **[PrevMenu]** on each display until you reach the main menu, then press the **【User Tools/Counter】** key.

REGISTER/DELETE MENU

Registering Quick Dials

To save time, you can program a fax number that you use often into a Quick Dial key. Then, whenever you are sending a message to that location, just press that Quick Dial key to dial.

Use the following steps to program a new Quick Dial or to edit or overwrite existing Quick Dials. There are 32 Quick Dials available.

You can register the following items in each key:

- Destination fax number (up to 254 digits)
- Destination name

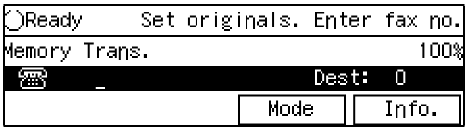
Important

❒ We recommend that you print the Quick Dial list and keep it when you program or change fax numbers. ⇒ P.143 *"REPORTS/LISTS"*

Limitation

❒ When a registered Quick Dial key is being used for a standby Memory Transmission, the message "This destination is in use for standby transmission file. Please modify/delete after transmission." is shown and you cannot change the destination for this key.

1 Make sure that the machine is in Facsimile mode and the standby display is shown.

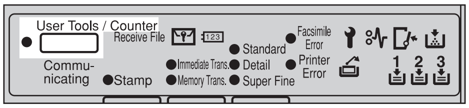


```
Ready     Set originals. Enter fax no.
Memory Trans.                     100%
☎   _                 Dest:  0
                      Mode     Info.
```

Note

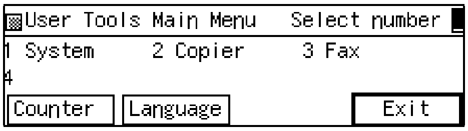
❒ If the standby display is not shown, press the **【Fax】** key.

2 Press the 【User Tools/Counter】 key.



THYS880E

3 Enter the number of the "Fax".



```
User Tools Main Menu    Select number
1 System      2 Copier      3 Fax
4
Counter   Language              Exit
```

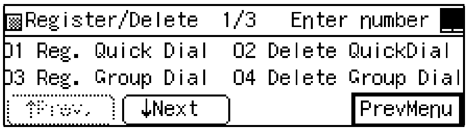
The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

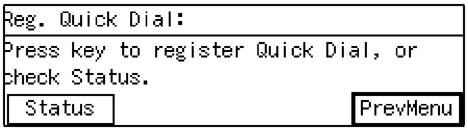
4 Enter the function number for "Register/Delete" using the number keys.

5 Enter the function number for "Reg. Quick Dial" using the number keys.



```
Register/Delete   1/3   Enter number
01 Reg. Quick Dial   02 Delete QuickDial
03 Reg. Group Dial   04 Delete Group Dial
↑Prev.    ↓Next                PrevMenu
```

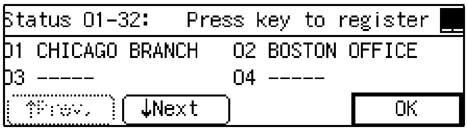
6 Press the Quick Dial key which you want to register.



```
Reg. Quick Dial:
Press key to register Quick Dial, or
check Status.
Status                        PrevMenu
```

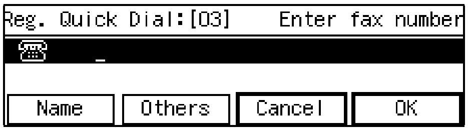
Note

- ❒ If you press a wrong key, press **[PrevMenu]** then try again.
- ❒ You can press **[Status]** to see which Quick Dial keys have been programmed.



```
Status 01-32:   Press key to register
01 CHICAGO BRANCH    02 BOSTON OFFICE
03 -----             04 -----
 ↑Prev.   ↓Next                  OK
```

7 Enter a fax number using the number keys.



```
Reg. Quick Dial:[03]    Enter fax number
 ☎  _
 Name    Others   Cancel    OK
```

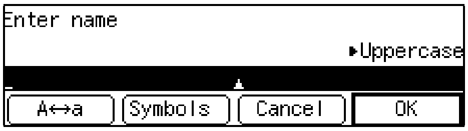
Note

- ❒ If you make a mistake, press the **【Clear/Stop】** key and try again.
- ❒ If a fax number is already registered in this Quick Dial key, the number and communication type are shown on the display. If you wish to change the fax number, press the **【Clear/Stop】** key and enter another number.
- ❒ You cannot omit the fax number.

Registering the destination name

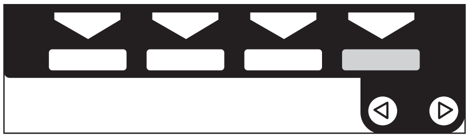
❶ Press [Name].

❷ Enter the destination name.



```
Enter name
                          ▸Uppercase

 A↔a    Symbols   Cancel    OK
```



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Note

- ❒ If a destination name is already registered in this Quick Dial key, the name is shown on the display. If you wish to change this name, press the **【Clear/Stop】** key and enter another name.

Reference

P.191 *"Entering Text"*

❸ Press [OK].

8 Press [OK].

The fax number and name are displayed.

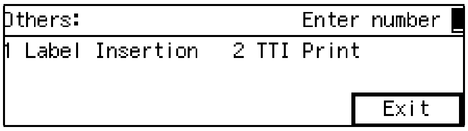
Note

- ❒ If you press **[Cancel]**, the Quick Dial is not programmed and the display shown in step 6 appears again.

Others feature

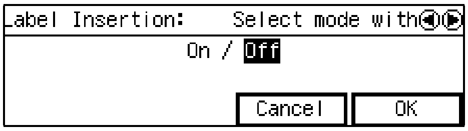
❶ Press [Others].

❷ Enter the feature number for "Label Insertion" using the number keys.

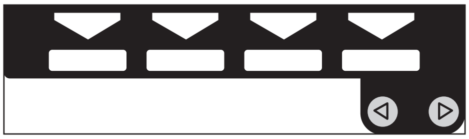


```
Others:                 Enter number
1 Label Insertion   2 TTI Print

                              Exit
```

❸ Select Label Insertion on or off using the ◁ or ▷ key.



```
Label Insertion:   Select mode with◀▶
              On / Off

                     Cancel    OK
```



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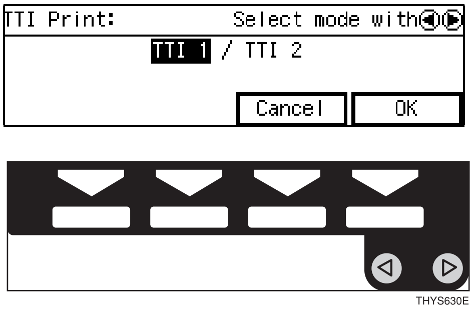
❹ Press [OK].

❺ **Enter the feature number for "TTI Print" using the number keys.**

❻ **Select TTI1 or TTI2 using the ◁ or ▷ key.**



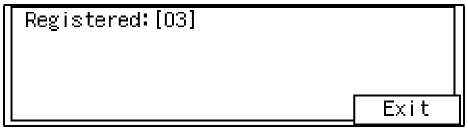
TTI Print: Select mode with◁▷

TTI 1 / TTI 2

❼ **Press [OK].**

❽ **Press [Exit].**

9 **Press [OK] to register the new setting.**



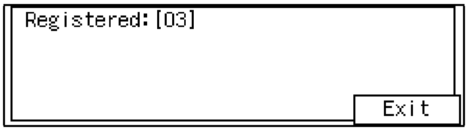
Registered:[03]

Note

- ❒ If you press **[Cancel]**, the entered values are canceled and display shown in step 6 appears again.

10 **Press the 【User Tools/Counter】 key.**

11 **Press [OK] to register the new setting.**



Registered:[03]

Note

- ❒ If you press **[Cancel]**, the entered values are canceled and the display shown in step 7 appears again.

12 **Press [Exit].**

The display shown in step 6 appears again.

13 **Press the 【User Tools/Counter】 key.**

Quick Dial List

Printing the Quick Dial list allows you to check destinations registered in Quick Dial keys. ⇒ P.143 *"REPORTS/LISTS"*

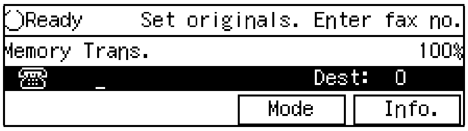
Deleting Quick Dials

This procedure describes how to find a programmed Quick Dial and delete it.

Limitation

- ❒ When a Quick Dial key is being used for a standby Memory Transmission, the message "This destination is in use for standby transmission file. Please modify/delete after transmission." is shown and you cannot delete the destination for this key.

1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



Ready Set originals. Enter fax no.

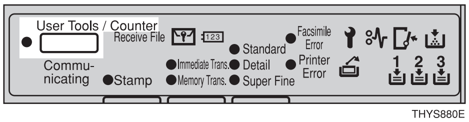
Memory Trans. 100%

☎ _ Dest: 0

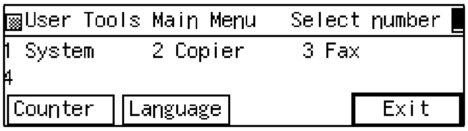
Note

- ❒ If the standby display is not shown, press the 【**Fax**】 key.

2 **Press the 【User Tools/Counter】 key.**



3 **Enter the number of the “Fax” mode.**



```
User Tools Main Menu    Select number
1 System      2 Copier      3 Fax
4
Counter  Language                Exit
```

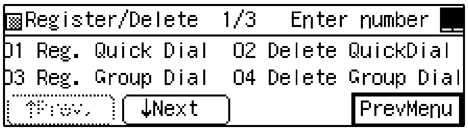
The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the function number for “Register/Delete” using the number keys.**

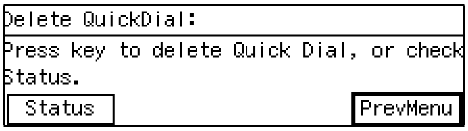
5 **Enter the function number for “Delete QuickDial” using the number keys.**



```
Register/Delete   1/3    Enter number
01 Reg. Quick Dial   02 Delete QuickDial
03 Reg. Group Dial   04 Delete Group Dial
↑Prev.  ↓Next                  PrevMenu
```

6 **Press the Quick Dial key which you want to delete.**

The current contents of the key are displayed.

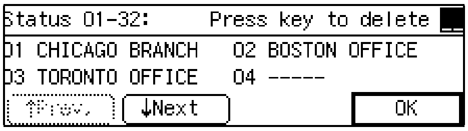


```
Delete QuickDial:
Press key to delete Quick Dial, or check
Status.
Status                         PrevMenu
```

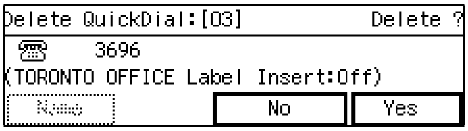
Note

- ❒ If you press the wrong key, press **[No]** then try again.

- ❒ You can press **[Status]** to see Quick Dial keys that have been already programmed.

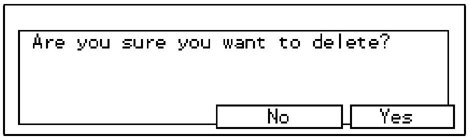


```
Status 01-32:       Press key to delete
01 CHICAGO BRANCH    02 BOSTON OFFICE
03 TORONTO OFFICE    04 -----
↑Prev.  ↓Next                      OK
```



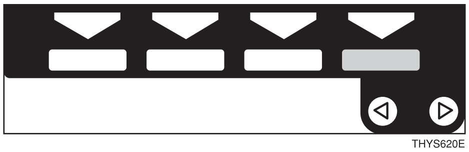
```
Delete QuickDial:[03]            Delete ?
☎     3696
(TORONTO OFFICE Label Insert:Off)
Name                  No        Yes
```

7 **Press [Yes].**



```
Are you sure you want to delete?

                        No        Yes
```



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Note

- ❒ If you press **[No]**, the destination is not deleted and the display is shown in step 6 appears again.

8 **Press [Yes] to delete the destination stored in this Quick Dial.**

Note

- ❒ If you press **[No]**, the destination is not deleted and the display shown in step 6 appears again.

9 **Press the 【User Tools/Counter】 key.**

Quick Dial Key and Function Key Label (Dial label)

You can print a template that can be used to make labels for Quick Dial and User Function keys. The template will have destination or Group names programmed in Quick Dials, and the names of functions assigned to User Function keys.

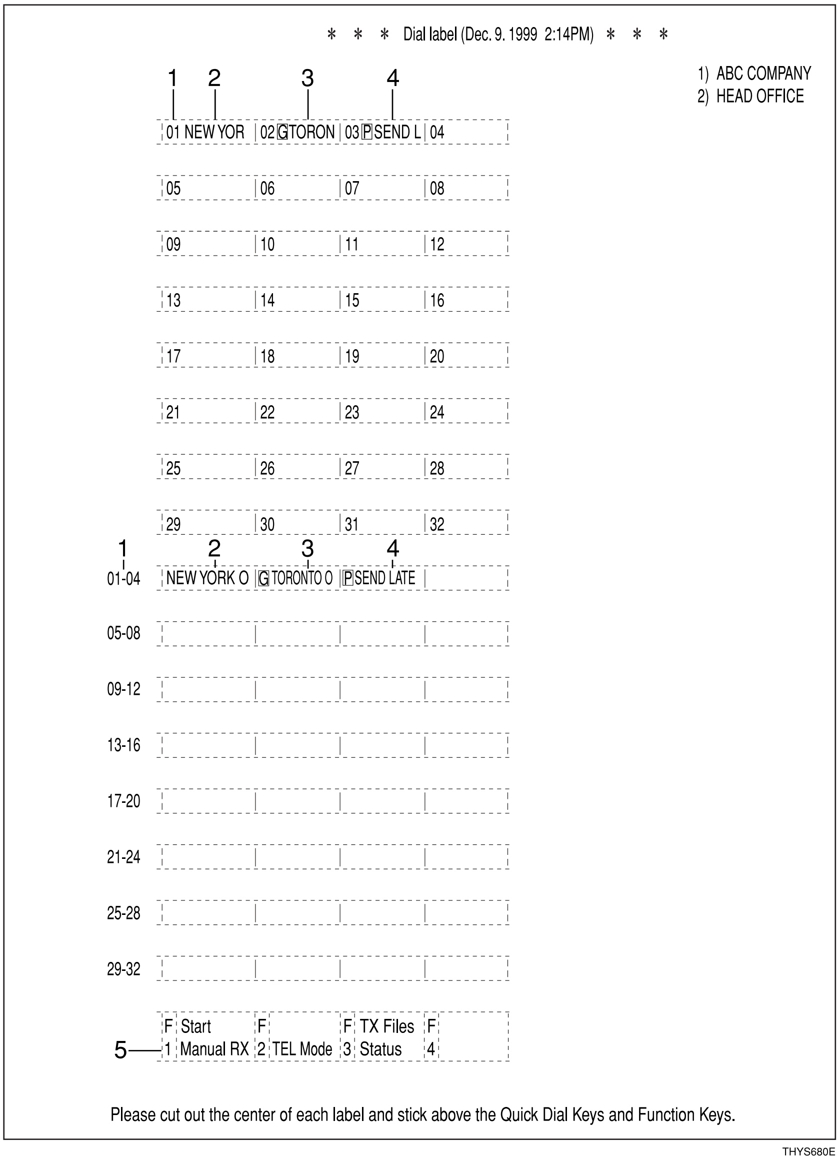
Limitation

- ❒ Print the template on A4 label paper that can be peeled and stuck on the operation panel.

Note

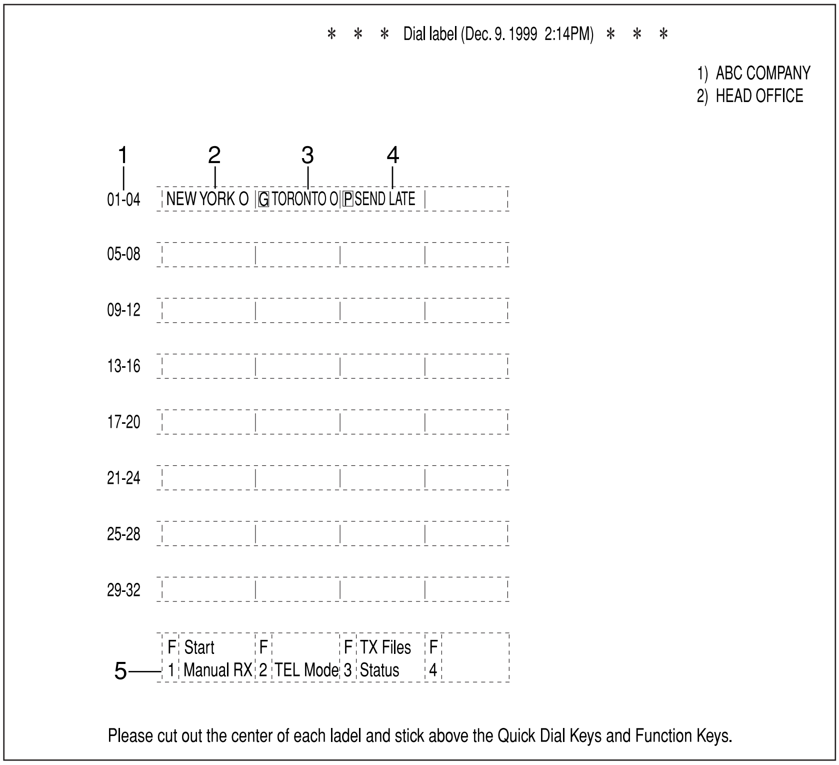
- ❒ You can print the template from the Bypass Tray.
- ❒ You can choose whether to print on transparent or non-transparent label paper with the User Parameters. ⇒ P.184 *"Changing the User Parameters"*By default the setting is "Non-transparent".
- ❒ To print the label template, see P.143 *"REPORTS/LISTS"*.

Non-transparent label paper



1. **Quick Dial key number**
2. **Destination name**
3. **Group name (G)**
4. **Program name (P)**
5. **Programmed contents of User Function keys**

Transparent label paper



* * * Dial label (Dec. 9. 1999 2:14PM) * * *

1) ABC COMPANY
2) HEAD OFFICE

01-04	NEW YORK O	G TORONTO O	P SEND LATE	
05-08				
09-12				
13-16				
17-20				
21-24				
25-28				
29-32				
	F1 Start Manual RX	F2 TEL Mode	F3 TX Files Status	F4

Please cut out the center of each ladel and stick above the Quick Dial Keys and Function Keys.

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1. **Quick Dial key number**
2. **Destination name**
3. **Group name (G)**
4. **Program name (P)**
5. **Programmed contents of User Function keys**

Registering Groups

If you send the same message to several destinations at the same time on a regular basis, program these destination numbers as a Group. This allows you to dial these destinations with a single key press.

Use these steps to program a new Group or to edit or overwrite an existing Group.

You can register the following items in a Group:

- Destination fax numbers (up to 232 numbers for each group, up to 254 digits for each number)
- Group name (up to 20 characters)

You can enter destination numbers with Quick Dial keys, Speed Dials, or the number keys.

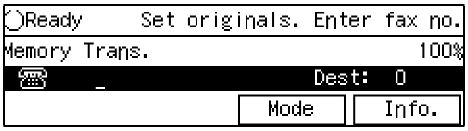
Important

- ❒ It is recommend that you print the Group Dial list and keep it when you register or change destinations. ⇒ P.143 *"REPORTS/LISTS"*

Limitation

- ❒ The maximum number of Groups you can register is 9 (30 with optional Fax Function Upgrade).
- ❒ The maximum number of destination you can register in a Group is 232. This 232 can be composed of up to 32 Quick Dial numbers, 100 Speed Dial numbers and 100 numbers entered directly with the number keys. The maximum number of the destination you can register in a group is 232 (500 with optional Fax Function Upgrade).
- ❒ The number of destinations that can be registered with the number keys depends on how the machine is used. You can register up to 100 destinations for all the Groups.
- ❒ If you register a Group with the number keys when a file is waiting to be transmitted, a message is shown. You sometimes cannot register any more destinations even when the number of specified destinations is 99 or less. This is because a fax number is stored in memory for the file to be transmitted. When the transmission is completed and the fax number is deleted, you can register the Group.
- ❒ When a lot of destinations are registered in a Group using number keys, you sometimes cannot enter a destination for a Memory Transmission with the number keys.
- ❒ When a registered group is being used for a standby Memory Transmission, the message "This destination is in use for standby transmission file. Please modify/delete after transmission" is shown and you cannot change destinations for this Group.

1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**

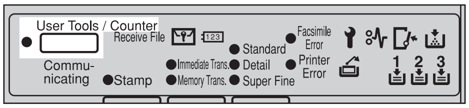


```
Ready      Set originals. Enter fax no.
Memory Trans.                      100%
☎  _                        Dest:   0
                          Mode    Info.
```

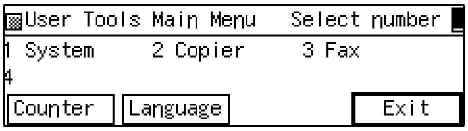
Note

- ❒ If the standby display is not shown, press the 【Fax】 key.

2 **Press the 【User Tools/Counter】 key.**



3 **Enter the number of the Fax.**



```
▨User Tools Main Menu   Select number █
1 System      2 Copier     3 Fax
4
Counter  Language                 Exit
```

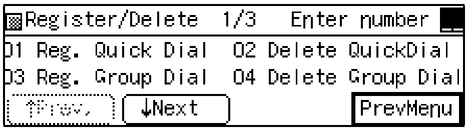
The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

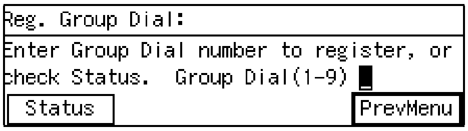
4 **Enter the function number for "Register/Delete" using the number keys.**

5 **Enter the function number for "Reg. Group Dial" using the number keys.**



```
▨Register/Delete  1/3   Enter number █
01 Reg. Quick Dial   02 Delete QuickDial
03 Reg. Group Dial   04 Delete Group Dial
↑Prev.   ↓Next                  PrevMenu
```

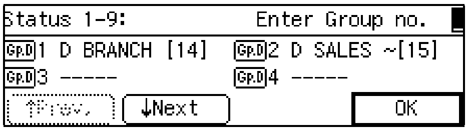
6 **Enter the number in which you want to register the Group using the number keys.**



```
Reg. Group Dial:
Enter Group Dial number to register, or
check Status.  Group Dial(1-9) █
Status                          PrevMenu
```

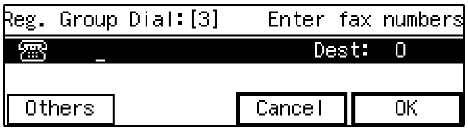
Note

- ❒ If you make a mistake, press **[Cancel]** then try again.
- ❒ You can press **[Status]** to see which Quick Dial keys are currently programmed.



```
Status 1-9:            Enter Group no. █
GrD1 D BRANCH [14]    GrD2 D SALES ~[15]
GrD3 -----            GrD4 -----
↑Prev.   ↓Next                     OK
```

7 **Enter the first fax number then press [Add] before you enter the next.**



```
Reg. Group Dial:[3]     Enter fax numbers
☎  _                     Dest:  0

Others                   Cancel     OK
```

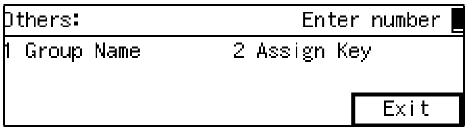
Note

- ❒ Enter a destination in any of the following three ways:
  - Enter the fax number using the number keys.
  - Press a Quick Dial key in which the destination is registered.
  - Press the 【**Speed Dial**】 key and enter a Speed Dial code.
- ❒ If you make a mistake, press the 【**Clear/Stop**】 key and re-enter the correct Group number.
- ❒ If destinations are already registered, they are shown on the display. Press the ◁ or ▷ key to scroll through the destinations on the display. If you want to change a destination, select it and press the 【**Clear/Stop**】 key. Press the 【**Clear/Stop**】 key once to erase a Quick Dial or Speed Dial number, or press it repeatedly to erase a number entered with the number keys. When you specify the destination using the number keys, the digit will be erased one by one. When using Quick dial or Speed dial, they will be erased at once.
- ❒ You cannot omit the fax number.

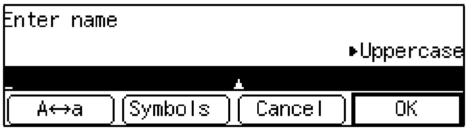
8 **Repeat step 7 for all the destinations you want registered in the Group.**

9 **Press [Other].**

10 **Enter the function number for "Group Name" using the number keys.**



11 **Enter the Group name.**



Note

- ❒ If the Group name is already registered, it is shown on the display. If you wish to change the Group name, press the 【Clear/Stop】 key and enter another name.

Reference

P.191 *"Entering Text"*

12 **Press [OK].**

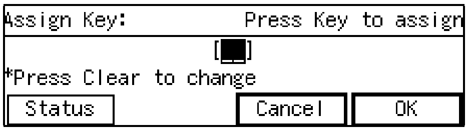
The entered fax numbers and Group name are shown on the display.

Note

- ❒ Press the ◁ or ▷ key to scroll through the destinations on the display. If you want to change a destination, select it and press the 【Clear/Stop】 key. Press the 【Clear/Stop】 key once to erase a Quick Dial or Speed Dial number, or press it repeatedly to erase a number entered with the number keys.

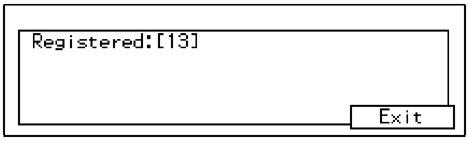
13 **Enter the function number for "Assign Key" using the number keys.**

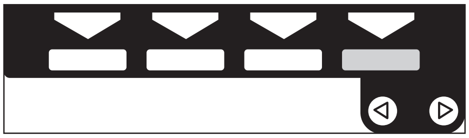
14 **Press the Quick Dial key in which you want to register the Group.**



15 **Press [OK], then [Exit].**

16 **Press [OK] to register the Group.**





Note

- ❒ If you press **[Cancel]**, the Group is not programmed and the display shown in step 6 appears again.

17 **Press [Exit].**

The display shown in step 6 appears again.

18 **Press the 【User Tools/Counter】 key.**

Group Dial list

The Group list allows you to print and check destinations registered in Groups and Optional Groups. ⇒ P.143 *"REPORTS/LISTS"*

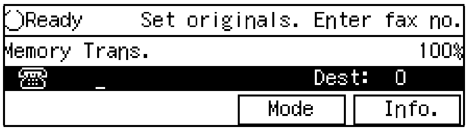
Deleting Groups

This function deletes all destinations registered in a Group.

Limitation

- ❒ When a registered Group is being used for a Memory Transmission on standby, the message "This destination is in use for standby transmission file. Please modify/delete after transmission." is displayed and you cannot delete destinations for this Group.

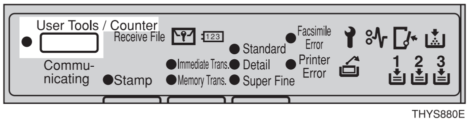
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**


Ready Set originals. Enter fax no.
Memory Trans. 100%
☎ _ Dest: 0

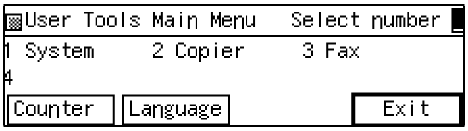
Note

- ❒ If the standby display is not shown, press the **【Fax】** key.

2 **Press the 【User Tools/Counter】 key.**



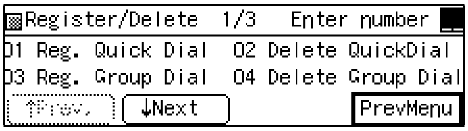
3 **Enter the number of the "Fax".**


User Tools Main Menu Select number
1 System 2 Copier 3 Fax
4

The Facsimile User Tool main menu appears.

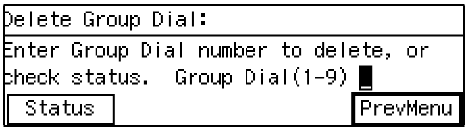
4 **Enter the function number for "Register/Delete" using the number keys.**

5 **Enter the function number for "Delete Group Dial" using the number keys.**


Register/Delete 1/3 Enter number
01 Reg. Quick Dial 02 Delete QuickDial
03 Reg. Group Dial 04 Delete Group Dial

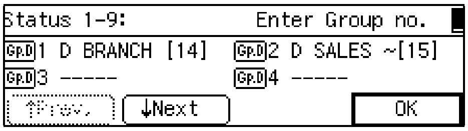
6 **Press the Quick Dial key whose Group you wish to delete.**

The registered Group is shown on the display.

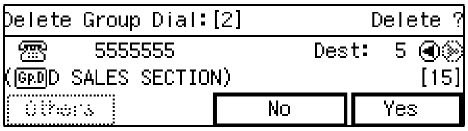

Delete Group Dial:
Enter Group Dial number to delete, or
check status. Group Dial(1-9)

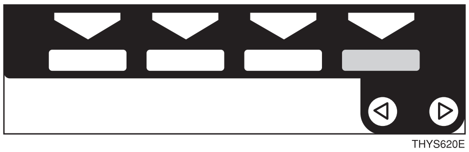
Note

- ❒ If you make a mistake, press **[No]** and press the correct key.
- ❒ You can press **[Status]** to see Quick Dial keys are programmed with Group.


Status 1-9: Enter Group no.
Gp.D1 D BRANCH [14] Gp.D2 D SALES ~[15]
Gp.D3 ----- Gp.D4 -----

7 **Press [Yes].**


Delete Group Dial:[2] Delete ?
☎ 5555555 Dest: 5
(Gp.D D SALES SECTION) [15]

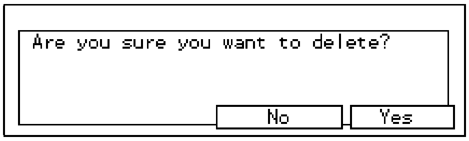


Note

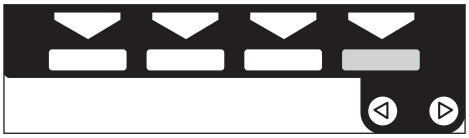
- ❒ If you press **[No]**, the Group is not deleted and the display is shown in step 6 appears again.

8 **Press [Yes].**

The Group is deleted.



```
Are you sure you want to delete?
                    No      Yes
```



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Note

- ❒ If you press **[No]**, the Group is not deleted and the display shown in step 6 appears again.

9 **Press the 【User Tools/Counter】 key.**

Registering Speed Dials

If you register a destination in a Speed Dial, you can dial that number by just pressing the 【**Speed Dial**】 key followed by a two or three digit code.

Use these steps to program a new Speed Dial or overwrite an existing one. You can register the following items in a Speed Dial:

- Destination fax number (up to 100 numbers, up to 254 digits for each number)
- Destination name
- A Telephone Directory search letter (A to Z)

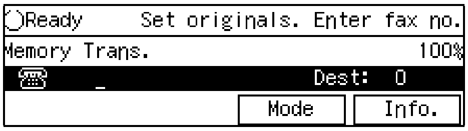
Important

- ❒ It is recommended that you print the Speed Dial list and keep it when you register or change a destination. ⇒ P.143 *"REPORTS/ LISTS"*

Limitation

- ❒ When a registered Speed Dial is being used for a standby Memory Transmission, the message "`This destination is in use for standby transmission file. Please modify/delete after transmission`" is shown and you cannot change the destination for this Quick Dial.
- ❒ You can specify codes 00 to 99.
- ❒ If you install Fax Function Upgrade (option), you can register up to 1,000 numbers in Speed Dials. In this case codes 000 to 999 are used.

1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**

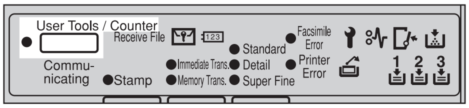


```
Ready      Set originals. Enter fax no.
Memory Trans.                      100%
☎   _                     Dest:  0
                        Mode     Info.
```

Note

- ❒ If the standby display is not shown, press the 【**Fax**】 key.

2 **Press the 【User Tools/Counter】 key.**



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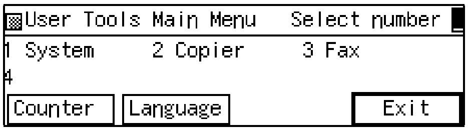
3 **Enter the number of the "Fax".**



```
User Tools Main Menu    Select number
1 System    2 Copier    3 Fax
4
Counter  Language                Exit
```

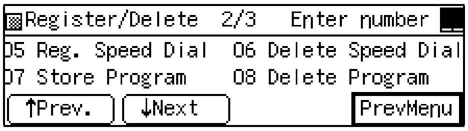
The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

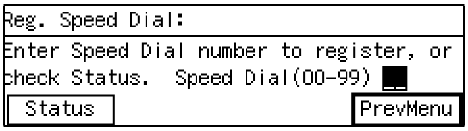
4 **Enter the function number for "Register/Delete" using the number keys.**

5 **Enter the function number for " Reg. Speed Dial" using the number keys.**



```
▩Register/Delete  2/3   Enter number █
05 Reg. Speed Dial   06 Delete Speed Dial
07 Store Program     08 Delete Program
```

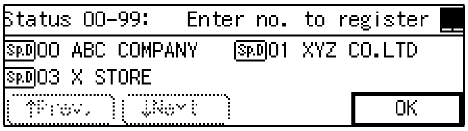
6 **Enter the Speed Dial code you want to register using the number keys.**



```
Reg. Speed Dial:
Enter Speed Dial number to register, or
check Status.  Speed Dial(00-99) █
```

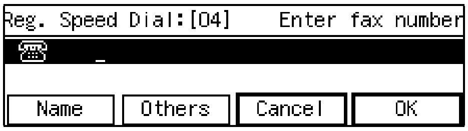
Note

- ❒ If you make a mistake, press the 【**Clear/Stop**】 key and enter the correct number.
- ❒ You can press **[Status]** to see which Speed Dials are programmed.



```
Status 00-99:    Enter no. to register █
Sp.D 00 ABC COMPANY    Sp.D 01 XYZ CO.LTD
Sp.D 03 X STORE
```

7 **Enter a fax number using the number keys, and select the communication type.**



```
Reg. Speed Dial:[04]     Enter fax number
☎  _
```

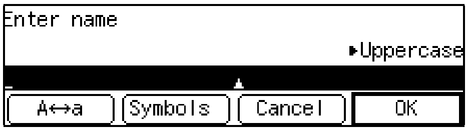
Note

- ❒ If you make a mistake, press the 【**Clear/Stop**】 key and enter the correct number.
- ❒ If a fax number is already registered in this Speed Dial, the number is shown on the display. If you wish to change the fax number, press the 【**Clear/Stop**】 key and enter another number.
- ❒ You cannot omit the fax number. Be sure to register it.

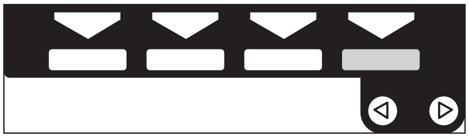
Registering the destination name

❶ **Press [Name].**

❷ **Enter the destination name.**



```
Enter name
                                ▸Uppercase
```



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Note

- ❒ If a destination name is already registered in this Speed Dial, the name is shown on the display. If you wish to change this name, press the 【**Clear/Stop**】 key and enter another name.

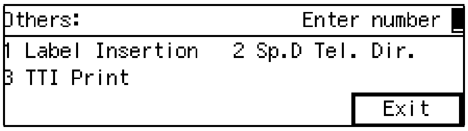
Reference

⇒ P.191 *"Entering Text"*

❸ **Press [OK].**

8 **Press [Others].**

9 **Enter the feature number using the number keys.**

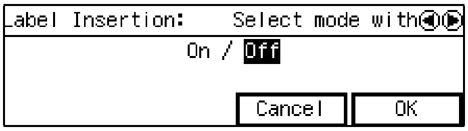


```
Others:                    Enter number █
1 Label Insertion    2 Sp.D Tel. Dir.
3 TTI Print
```

Label Insertion

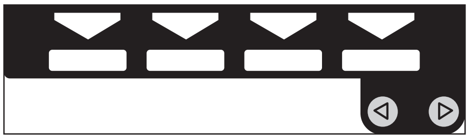
❶ **Enter the feature number for "Label Insertion" using the number keys.**

❷ Select Label Insertion on or off using the ◁ or ▷ key.



abel Insertion: Select mode with◀▶

On / Off

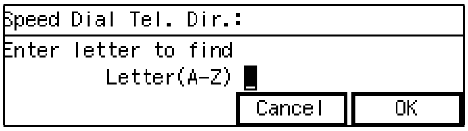


❸ Press [OK].

Speed Dial Telephone Directory

❶ Enter the feature number for "Sp.D Tel. Dir." using the number keys.

❷ Enter a search letter "A to Z" for the Telephone Directory.



Speed Dial Tel. Dir.:

Enter letter to find

Letter(A-Z) ▮

Reference

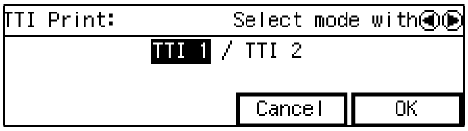
⇒ P.191 *"Entering Text"*

❸ Press [OK].

TTI Print

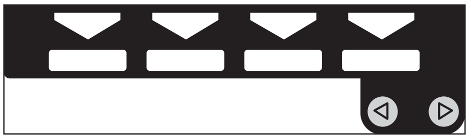
❶ Enter the feature number for "TTI Print" using the number keys.

❷ Select TTI1 or TTI2 using the ◁ or ▷ key.



TTI Print: Select mode with◀▶

TTI 1 / TTI 2

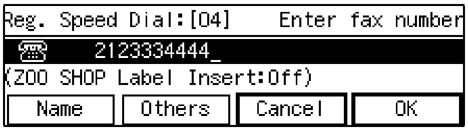


❸ Press [OK].

10 Press [Exit].

11 Press [OK].

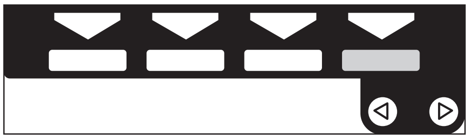
The fax number, the destination name, Label insertion, search letter and TTI Print you entered are shown on the display.



Reg. Speed Dial:[04] Enter fax number

☎ 2123334444_

(ZOO SHOP Label Insert:Off)



Note

- ❒ If you press **[Cancel]**, the Speed Dial is not registered.

12 Press [Exit].

13 Press the 【User Tools/Counter】 key.

Speed Dial list

Print this list to check which destinations are programmed. ⇒ P.143 *"REPORTS/LISTS"*

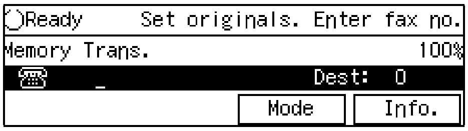
Deleting Speed Dials

Use this procedure to delete any Speed Dials you are not using anymore.

Limitation

- ❒ If a registered Speed Dial is being used for a standby Memory Transmission, the message “`This destination is in use for standby transmission file. Please modify/delete after transmission.`” is shown and you cannot change the destination for this Speed Dial.

1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**

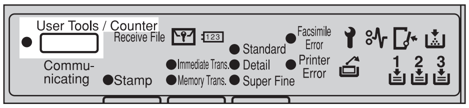


```
○Ready      Set originals. Enter fax no.
Memory Trans.                       100%
 ☎     _                   Dest:  0
                          Mode    Info.
```

Note

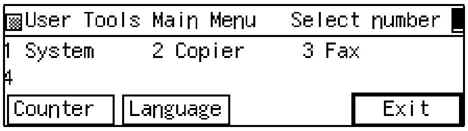
- ❒ If the standby display is not shown, press the **【Fax】** key.

2 **Press the 【User Tools/Counter】 key.**



THYS880E

3 **Enter the number of the “Fax”.**



```
▨User Tools Main Menu   Select number ▮
1 System     2 Copier     3 Fax
4
Counter  Language                 Exit
```

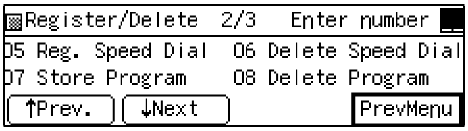
The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the function number for “Register/Delete” using the number keys.**

5 **Enter the function number for “Delete Speed Dial” using the number keys.**



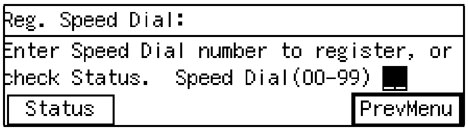
```
▨Register/Delete  2/3   Enter number ▮
05 Reg. Speed Dial   06 Delete Speed Dial
07 Store Program     08 Delete Program
 ↑Prev.   ↓Next                  PrevMenu
```

6 **Enter the Speed Dial code you wish to delete.**

The registered destination is shown on the display.

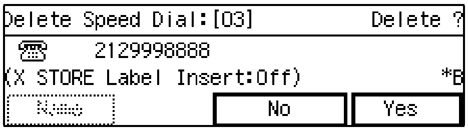
Note

- ❒ If you make a mistake before entering the first digit, press the **【Clear/Stop】** key and enter the correct number. If you make a mistake after entering the last digit, press **[No]** and enter the number again.
- ❒ You can press **[Status]** to see which Speed Dials are currently programmed.



```
Reg. Speed Dial:
Enter Speed Dial number to register, or
Check Status.   Speed Dial(00-99) ▮
 Status                          PrevMenu
```

7 **Press [Yes].**

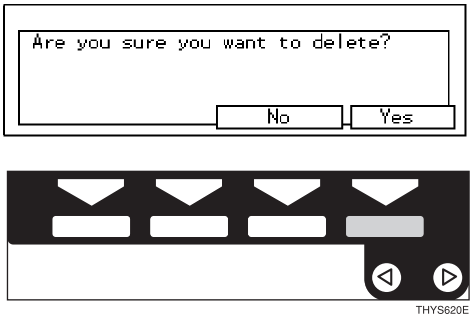


```
Delete Speed Dial:[03]          Delete ?
 ☎    2129998888
(X STORE Label Insert:Off)            *B
                          No       Yes
```

Note

❒ If you press **[No]**, the Speed Dial is not deleted and the display shown in 6 appears again.

8 Press [Yes].


Are you sure you want to delete?

The Speed Dial is deleted.

Note

❒ If you press **[No]**, the Speed Dial is not deleted and the display shown in 6 appears again.

9 Press the 【User Tools/Counter】 key.

Storing Keystroke Programs

If you regularly send messages to a particular destination or transmit using the same features, you can save a lot of repetitive keypad operations by storing this information in a Keystroke Program.

Keystroke Programs can then be recalled by just pressing a Quick Dial key. The following procedure can be used to program a new Keystroke Program or overwrite an old one.

You can register the following items in Keystroke Programs:

- Memory Transmission, Immediate Transmission, destinations (up to 231 numbers, 500 with optional Fax Function Upgrade), Resolution, Original Type, Stamp, Send Later, Confidential Transmission, Personal Code transmission, Auto Document, Book Fax, Send First, Irregular Scan Area, Transmission Deadline, Polling Transmission, Polling Reception, Transfer Request, and optional functions
- Program name (up to 20 characters)

Important

❒ We recommend that you print the Keystroke Program list and keep it when you register or change a function. ⇒ P.143 *“REPORTS/ LISTS”*

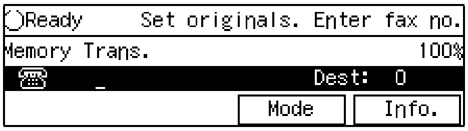
Limitation

❒ The maximum number of programs you can register is 32.

❒ You cannot register a program in a Quick Dial key used for another function.

❒ When a registered program key is being used for a Memory Transmission on standby, the message `“This destination is in use for standby transmission file. Please modify/delete after transmission”` is displayed and you cannot change the function for this key.

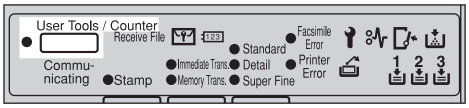
1 Make sure that the machine is in Facsimile mode and the standby display is shown.


Ready Set originals. Enter fax no.
Memory Trans. 100%
Dest: 0

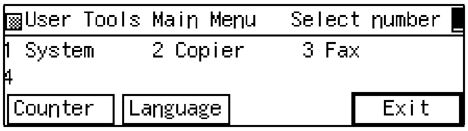
Note

❒ If the standby display is not shown, press the 【Fax】 key.

2 Press the 【User Tools/Counter】 key.



3 Enter the number of the "Fax".



```
User Tools Main Menu   Select number
1 System      2 Copier      3 Fax
4
Counter   Language             Exit
```

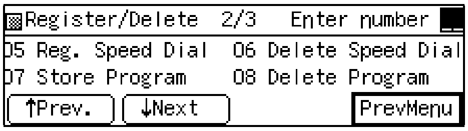
The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 Enter the function number for "Register/Delete" using the number keys.

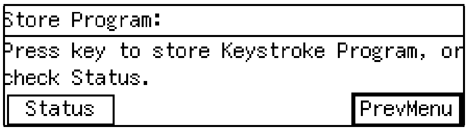
5 Enter the function number for "Store Program" using the number keys.



```
Register/Delete  2/3   Enter number
05 Reg. Speed Dial   06 Delete Speed Dial
07 Store Program     08 Delete Program
↑Prev.   ↓Next                 PrevMenu
```

6 Press a Quick Dial key you want to register.

The "Store Program" display is shown.

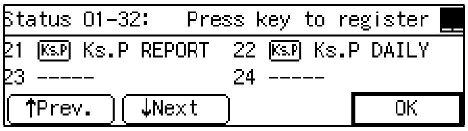


```
Store Program:
Press key to store Keystroke Program, or
check Status.
Status                         PrevMenu
```

Note

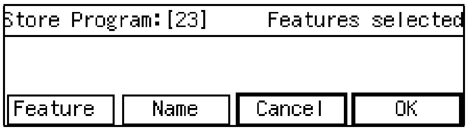
❒ If you make a mistake, press **[Cancel]** and press the correct key.

❒ You can press **[Status]** to see Quick Dial keys with Keystroke Programs already in them.

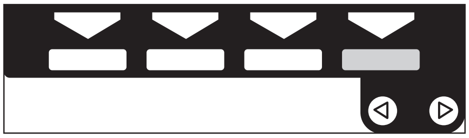


```
Status 01-32:    Press key to register
21 Ks.P Ks.P REPORT   22 Ks.P Ks.P DAILY
23 -----              24 -----
↑Prev.   ↓Next                   OK
```

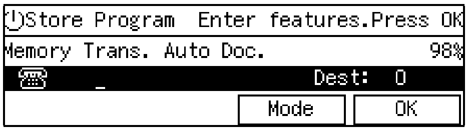
7 Press [Feature].



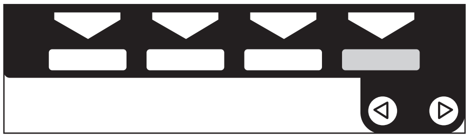
```
Store Program:[23]      Features selected

Feature    Name    Cancel    OK
```



8 Carry out the sequence of operations you wish to store in this program, then press the [OK] key you selected in step 6.



```
Store Program  Enter features.Press OK
Memory Trans. Auto Doc.              98%
☎  _                     Dest:   0
                      Mode       OK
```



Note

❒ If you press the 【Clear Modes/Energy Saver】 key, the display returns to the steps before keystroke programming.

❒ For example, say you wish to use Send Later to destination number 0123456789. The sequence of operations would be:

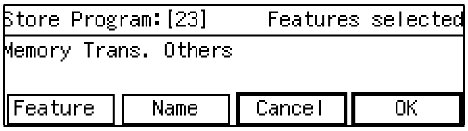
- Enter "0123456789" using the number keys.
- Press **[Mode]**.

- Enter the function number for Send Later using the number keys.
- Set Send Later ⇒ P.64 *"SEND LATER"*.

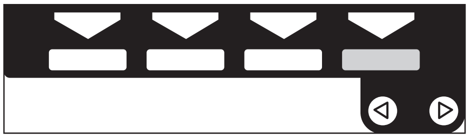
❒ If a program is already stored in the Quick Dial key, the function name is shown on the display. If you want to change the program, press the **【Clear Modes/Energy Saver】** key and program function again.

9 **Press [OK].**

10 **Press [Name].**



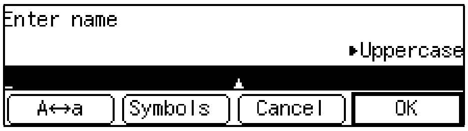
Store Program:[23] Features selected
Memory Trans. Others



Note

❒ You cannot omit a program name. Be sure to register it.

11 **Enter the program name.**



Enter name
▸Uppercase

Note

❒ If a program name is already registered in the Quick Dial key, the name is shown on the display. If you wish to change the program name, press the **【Clear/Stop】** key and enter another name.

Reference

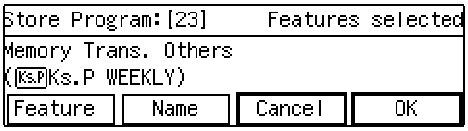
P.191 *"Entering Text"*

12 **Press [OK]**

The function and program name are shown on the display.

13 **Press [OK].**

The program is stored.



Store Program:[23] Features selected
Memory Trans. Others
(KS.P Ks.P WEEKLY)

Note

❒ If you press **[Cancel]**, the Keystroke Program is canceled and the display shown in step 6 appears again.

14 **Press [Exit].**

The screen shown in step 6 appears again.

15 **Press the 【User Tools/Counter】 key.**

Keystroke program list

The Keystroke Program list allows you to print and check functions registered in keystroke programs.⇒ P.143 *"REPORTS/LISTS"*

Using a Keystroke Program

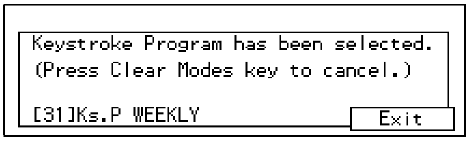
E.g., execute a program using Send Later for the fax number "0123456789."

1 **Set your original.**

Note

❒ If the destination, resolution, contrast and/or original type are not registered in the program, carry out these operations now.

2 Press the Quick Dial key programmed with the Keystroke Program.



```
Keystroke Program has been selected.
(Press Clear Modes key to cancel.)

[31]Ks.P WEEKLY                 Exit
```

In this example, the fax number and program name "Send Later" are shown on the display.

3 Press the [OK] key then the【Start】key.

The machine starts scanning the original.

The message will be sent at the specified time.

Deleting a Keystroke Program

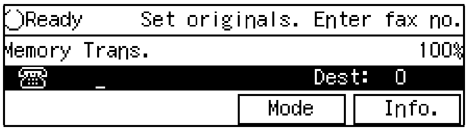
Limitation

❒ When a registered program is being used for a standby Memory Transmission, the message "`This destination is in use for standby transmission file. Please modify/delete after transmission`" is shown and you cannot delete the program.

Note

❒ If you delete a program, the registered program name is also deleted.

1 Make sure that the machine is in Facsimile mode and the standby display is shown.

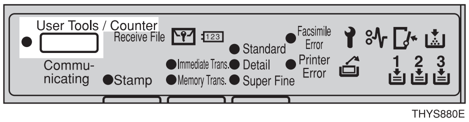


```
○Ready      Set originals. Enter fax no.
Memory Trans.                      100%
 ☎    _                  Dest:  0
                          Mode   Info.
```

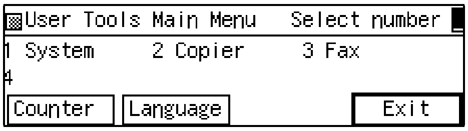
Note

❒ If the standby display is not shown, press the【Fax】key.

2 Press the【User Tools/Counter】key.



3 Enter the number of the "Fax".



```
User Tools Main Menu   Select number
1 System     2 Copier     3 Fax
4
Counter  Language              Exit
```

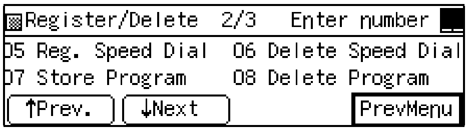
The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

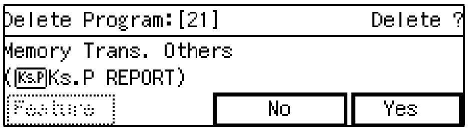
4 Enter the function number for "Register/Delete" using the number key.

5 Enter the function number for "Delete Program" using the number keys.



```
Register/Delete  2/3   Enter number
05 Reg. Speed Dial   06 Delete Speed Dial
07 Store Program     08 Delete Program
↑Prev.  ↓Next                  PrevMenu
```

6 Press the Quick Dial containing the program you wish to delete.

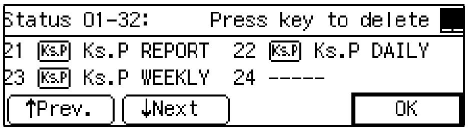


```
Delete Program:[21]            Delete ?
Memory Trans. Others
(Ks.P Ks.P REPORT)
Feature                    No      Yes
```

The contents of the program are shown on the display.

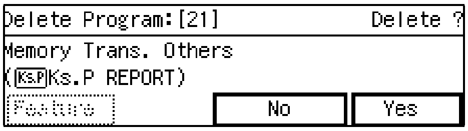
Note

- ❒ If you make a mistake, press **[No]** and the correct key.
- ❒ You can press **[Status]** to see the Keystroke Programs currently programmed.

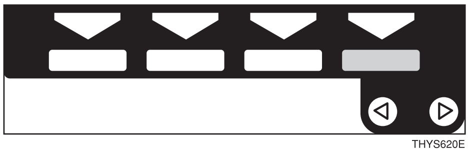


Status 01-32: Press key to delete
21 Ks.P Ks.P REPORT 22 Ks.P Ks.P DAILY
23 Ks.P Ks.P WEEKLY 24 -----

7 **Press [Yes].**



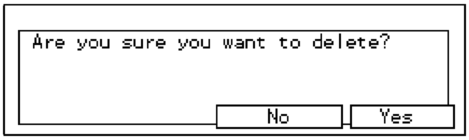
Delete Program:[21] Delete ?
Memory Trans. Others
(Ks.P Ks.P REPORT)



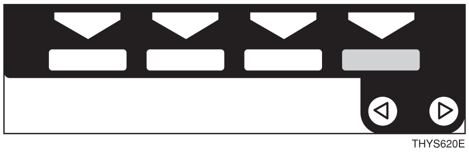
Note

- ❒ If you press **[No]**, the program is not deleted and the display shown in step 6 appears again.

8 **Press [Yes].**



Are you sure you want to delete?



The program is deleted.

Note

- ❒ If you press **[No]**, the program is not deleted and the display shown in step 6 appears again.

9 **Press the 【User Tools/Counter】 key.**

Registering Auto Documents

If you find that you often have to send a particular page to people (e.g., a map, a standard attachment, or a set of instructions), store that page in memory as an Auto Document. This saves re-scanning the original every time you wish to send it.

Use the following procedure to program a new Auto Document or overwrite an existing one.

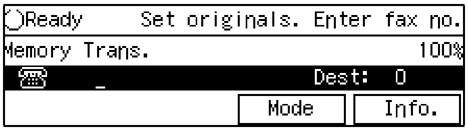
Important

- ❒ You can store the following items in an Auto Document:
  - Original (up to 6 documents/ with optional Fax Function Upgrade, 18), one page for each message)
  - Scanning conditions (Resolution, Original Type, and Image Density)
  - Irregular Scan Area
  - Document name (up to 10 characters)
- ❒ We recommend that you print the Auto Document list and keep it when you register or change a document. ⇒ P.143 *“REPORTS/ LISTS”*

Limitation

- ❒ You can only send one Auto Document per transmission.
- ❒ If you install the optional Fax Function Upgrade, you can store up to 18 Auto Documents.

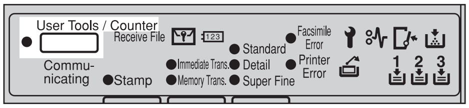
1 Make sure that the machine is in Facsimile mode and the standby display is shown.


◯Ready   Set originals. Enter fax no.
Memory Trans.   100%
☎ _   Dest: 0

Note

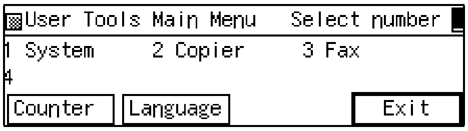
- ❒ If the standby display is not shown, press the **【Fax】** key.

2 Press the **【User Tools/Counter】** key.



THYS880E

3 Enter the number of the “Fax”.


User Tools Main Menu   Select number
1 System   2 Copier   3 Fax
4

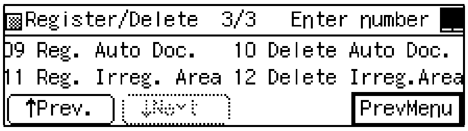
The Facsimile User Tool main menu appears.

Reference

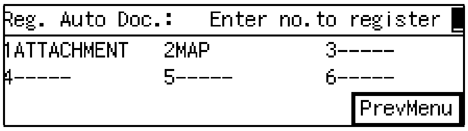
For how to use the System User Tools, refer to the System Settings manual.

4 Enter the function number for “Register/Delete” using the number keys.

5 Enter the function number for "Reg. Auto Doc." using the number keys.


Register/Delete 3/3   Enter number
09 Reg. Auto Doc.   10 Delete Auto Doc.
11 Reg. Irreg. Area 12 Delete Irreg.Area

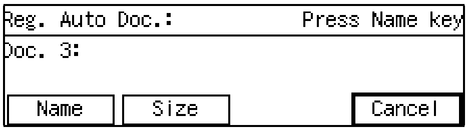
6 Enter the number of the Auto Document you want to register using the number keys.

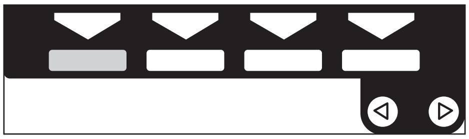

Reg. Auto Doc.:   Enter no.to register
1ATTACHMENT   2MAP   3-----
4-----   5-----   6-----

Note

- ❒ If you make a mistake with the first digit, press the **【Clear/Stop】** key and enter the correct number. If you make a mistake for digit, press **[Cancel]** key and enter the correct number.
- ❒ If a document is already registered with that Auto Document number, the name is shown on the display.

7 Press **[Name]**.


Reg. Auto Doc.:   Press Name key
Doc. 3:

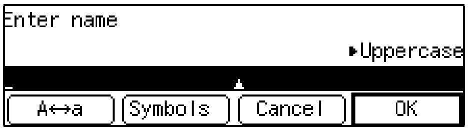


THYS670E

Note

- ❒ You cannot omit a document name. Be sure to register it.

8 Enter the Auto Document name.


Enter name
▸Uppercase

Note

- ❒ If the Name is already registered, it is shown on the display. If you want to change the document name, press the **【Clear/**

Stop】 key and enter another name.

Reference

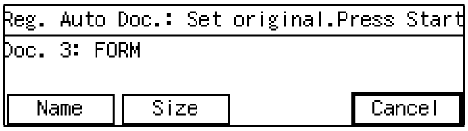
P.191 *"Entering Text"*

9 **Press [OK].**

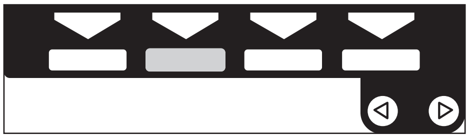
Note

- ❒ If you are storing a standard size document, go to step 12.

10 **Press [Size].**

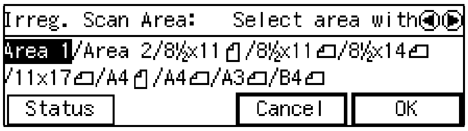


```
Reg. Auto Doc.: Set original.Press Start
Doc. 3: FORM

 Name      Size                 Cancel
```

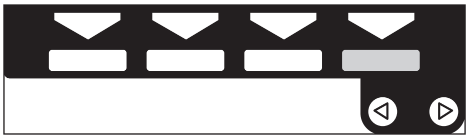


THYS760E

11 **Select a size using the ◁ and ▷ keys and press [OK].**



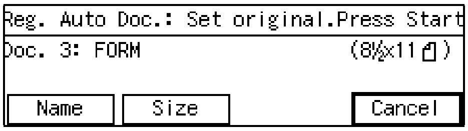
```
Irreg. Scan Area:   Select area with◀▶
Area 1/Area 2/8½x11▯/8½x11▭/8½x14▭
/11x17▭/A4▯/A4▭/A3▭/B4▭
 Status              Cancel     OK
```



THYS620E

The document name and original size are shown on the display.

12 **Set your original and press the 【Start】 key.**



```
Reg. Auto Doc.: Set original.Press Start
Doc. 3: FORM                  (8½x11▯)

 Name      Size                 Cancel
```

The machine starts scanning the original.

13 **When the original has been completely scanned in, press [Exit].**

The Auto Document is stored. The display shown in step 6 appears again.

14 **Press the 【User Tools/Counter】 key.**

Auto Document list

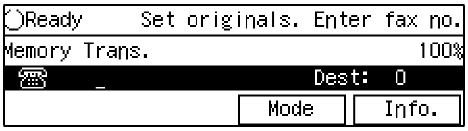
The Auto Document list allows you to print and check stored Auto Document names. To print this list, follow the steps shown in "Reports/Lists". ⇒ P.143 *"REPORTS/LISTS"*

Deleting an Auto Document

Limitation

- ❒ You cannot delete an Auto Document waiting to be transmitted. Delete it after the transmission or delete the Auto Document after deleting the file waiting to be transmitted.

1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**

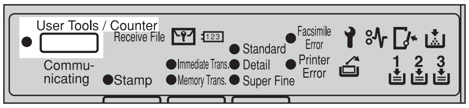


```
○Ready      Set originals. Enter fax no.
Memory Trans.                       100%
 ☎   _                      Dest:   0
                         Mode     Info.
```

Note

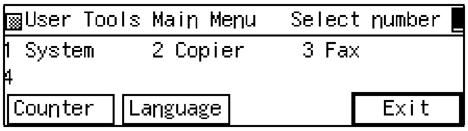
- ❒ If the standby display is not shown, press the 【Fax】 key.

2 **Press the 【User Tools/Counter】 key.**



THYS880E

3. **Enter the number of the "Fax".**



```
User Tools Main Menu   Select number
1 System      2 Copier     3 Fax
4
Counter  Language            Exit
```

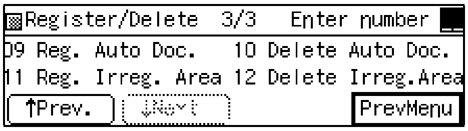
The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

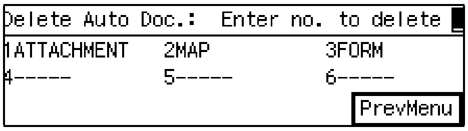
4. **Enter the function number for "Register/Delete" using the number keys.**

5. **Enter the function number for "Delete Auto Doc." using the number keys.**



```
Register/Delete  3/3   Enter number
09 Reg. Auto Doc.    10 Delete Auto Doc.
11 Reg. Irreg. Area 12 Delete Irreg.Area
↑Prev.   ↓Next              PrevMenu
```

6. **Enter the number of the Auto Document you want to delete using the number keys.**



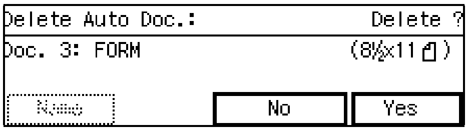
```
Delete Auto Doc.:  Enter no. to delete
1ATTACHMENT    2MAP          3FORM
4-----         5-----        6-----
                             PrevMenu
```

The stored document is shown on the display.

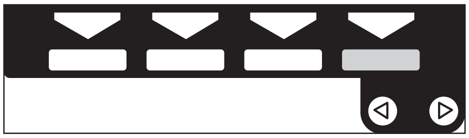
Note

- ☐ If you make a mistake with the first digit, press the 【Clear/Stop】 key and enter the correct number.

7. **Press [Yes].**



```
Delete Auto Doc.:              Delete ?
Doc. 3: FORM                (8½x11 ▯)

Name                  No         Yes
```

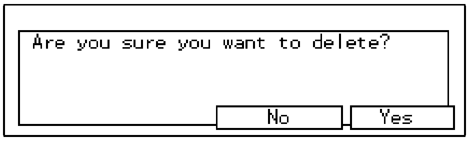


THYS620E

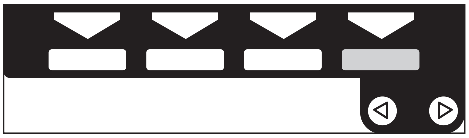
Note

- ☐ If you press **[No]**, the document is not deleted and the display shown in step 6 appears again.

8. **Press [Yes].**



```
Are you sure you want to delete?


                       No        Yes
```



THYS620E

The Auto Document is deleted.

Note

- ☐ If you press **[No]**, the document is not deleted and the display shown in step 6 appears again.

9. **Press the 【User Tools/Counter】 key.**

Registering Irregular Area

When you select Irregular Area to scan a non-standard size original, two custom sizes of original are available (Area 1 and Area 2). Use this function to register these custom sizes in advance.

To change an existing Irregular Scan size, just use the following procedure to overwrite it.

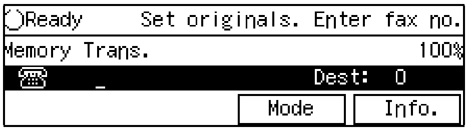
Important

- ❒ When registering or changing an original size, we recommend that you make a memo of the new size.

Limitation

- ❒ For the vertical length (width), select "Auto," "A4 (210 mm)," "B4 (257 mm)," "A3 (297 mm)," "8 $^1/_2$ inch," or "11 inch."
- ❒ For the horizontal length, specify from 128 to 1200 mm or from 5.5 to 47 inches. You cannot set a length less than 128 mm or longer than 1200 mm.

1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**

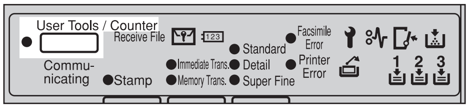


Ready Set originals. Enter fax no.
Memory Trans. 100%
☎ _ Dest: 0
Mode Info.

Note

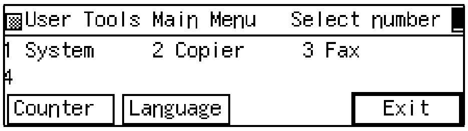
- ❒ If the standby display is not shown, press the 【**Fax**】 key.

2 **Press the 【User Tools/Counter】 key.**



THYS880E

3 **Enter the number of the "Fax".**



User Tools Main Menu Select number
1 System 2 Copier 3 Fax
4
Counter Language Exit

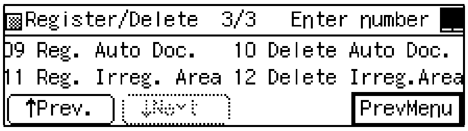
The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the function number for "Register/Delete" using the number keys.**

5 **Enter the function for "Reg. Irreg. Area" using the number keys.**

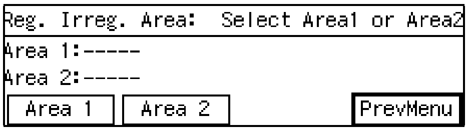


Register/Delete 3/3 Enter number
09 Reg. Auto Doc. 10 Delete Auto Doc.
11 Reg. Irreg. Area 12 Delete Irreg.Area
↑Prev. ↓Next PrevMenu

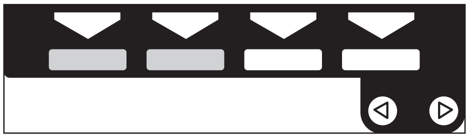
Note

- ❒ If the appropriate display is not shown, press **[↑Prev.]** or **[↓Next]**.

6 **Press [Area 1] or [Area 2].**



Reg. Irreg. Area: Select Area1 or Area2
Area 1:-----
Area 2:-----
Area 1 Area 2 PrevMenu

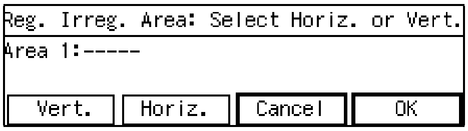


THYS850E

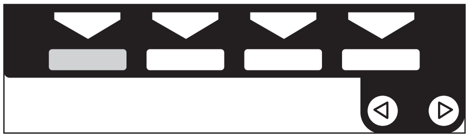
Note

- ❒ If a size is already registered, it is shown on the display.

7 **Press [Vert.].**

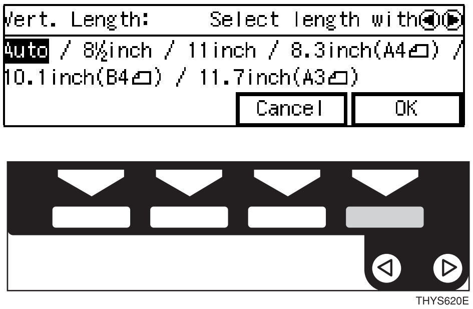


Reg. Irreg. Area: Select Horiz. or Vert.
Area 1:-----
Vert. Horiz. Cancel OK



THYS670E

8 Select a size you want to register using the ◁ or ▷ key and press [OK].


Vert. Length: Select length with◁▷

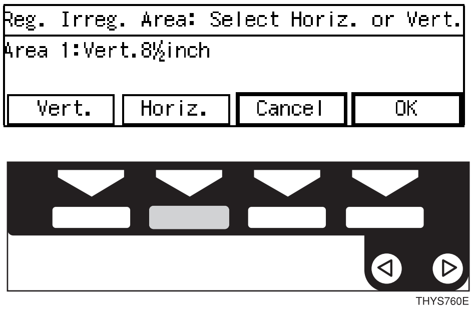
Auto / 8½inch / 11inch / 8.3inch(A4▭) / 10.1inch(B4▭) / 11.7inch(A3▭)

The specified size is shown on the display.

Note

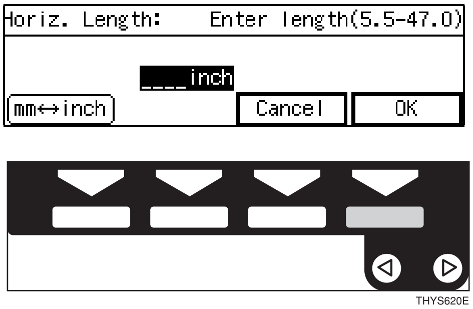
- ❒ When you select "**[Auto]**", "---" is shown on the display.

9 Press [Horiz.].


Reg. Irreg. Area: Select Horiz. or Vert.

Area 1:Vert.8½inch

10 Enter a length using the number keys and press [OK].


Horiz. Length: Enter length(5.5-47.0)

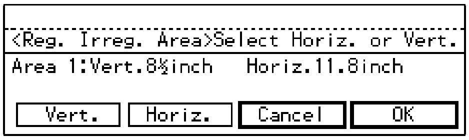
____inch

The specified size is shown on the display.

Note

- ❒ Each time you press **[mm ↔ inch]**, the units change between "inch" and "mm" alternately. If you enter a length and change the unit by pressing **[mm ↔ inch]**, the length is converted automatically according to the unit (fractions are rounded off). For example, when you enter **【2】**, **【5】**, and **【0】** in millimeters and change to "inch," the length "9.8 inch" is shown on the display. If you press "mm" again "249 mm" is displayed.

11 Press [OK].


<Reg. Irreg. Area>Select Horiz. or Vert.

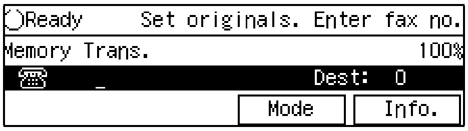
Area 1:Vert.8½inch   Horiz.11.8inch

The display shown in 6 appears again.

12 Press the 【User Tools/Counter】 key.

Deleting an Irregular Area

1 Make sure that the machine is in Facsimile mode and the standby display is shown.


Ready   Set originals. Enter fax no.

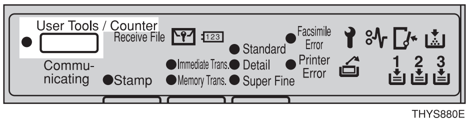
Memory Trans.   100%

☎ _   Dest: 0

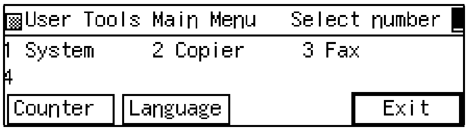
Note

- ❒ If the standby display is not shown, press the **【Fax】** key.

2 Press the 【User Tools/Counter】 key.



3 **Enter the number of the “Fax”.**



```
User Tools Main Menu   Select number
1 System     2 Copier     3 Fax
4
Counter  Language               Exit
```

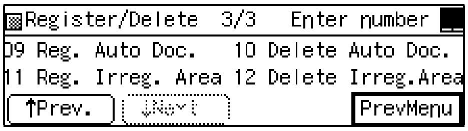
The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the function number for “Register/Delete” using the number keys.**

5 **Enter the function number for “Delete Irreg.Area” using the number keys.**



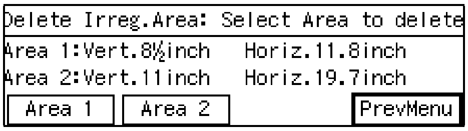
```
Register/Delete  3/3   Enter number
09 Reg. Auto Doc.    10 Delete Auto Doc.
11 Reg. Irreg. Area 12 Delete Irreg.Area
↑Prev.   ↓Next               PrevMenu
```

Note

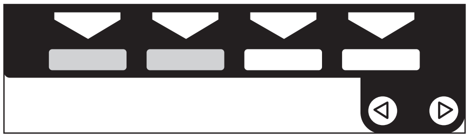
- ❒ If the appropriate display is not shown, press **[↑Prev.]** or **[↓Next]**.

The registered sizes are displayed.

6 **Press [Area 1] or [Area 2].**



```
Delete Irreg.Area: Select Area to delete
Area 1:Vert.8½inch   Horiz.11.8inch
Area 2:Vert.11inch   Horiz.19.7inch
 Area 1   Area 2                PrevMenu
```

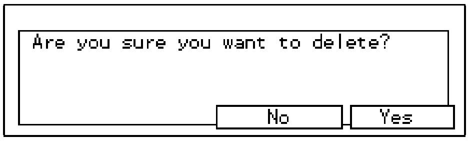


THYS850E

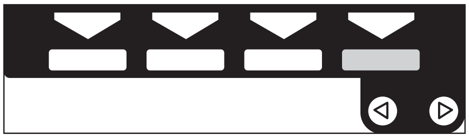
Note

- ❒ If you make a mistake, press **[No]** and choose a correct one.

7 **Press [Yes].**



```
Are you sure you want to delete?
                        No        Yes
```



THYS620E

The Irregular Area is deleted.

Note

- ❒ If you press **[No]**, the Irregular Area is not deleted and the display shown in step 6 appears again.

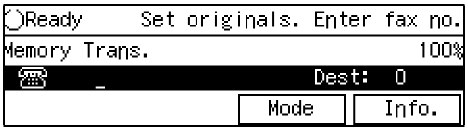
8 **Press the 【User Tools/Counter】 key.**

REPORTS/LISTS

This function allows you to print the following reports and lists manually. Select a report or list as needed.

- TCR (Transaction Confirmation Report) ⇒ P.104 *"PRINTING THE TCR"*
- Quick Dial list ⇒ P.119 *"Quick Dial List"*
- Group Dial list ⇒ P.126 *"Group Dial list"*
- Keystroke Program list ⇒ P.134 *"Keystroke program list"*
- Speed Dial list ⇒ P.130 *"Speed Dial list"*
- Auto Document list ⇒ P.138 *"Auto Document list"*
- Auto Document Originals⇒ P.136 *"Registering Auto Documents"*

1 Make sure that the machine is in Facsimile mode and the standby display is shown.

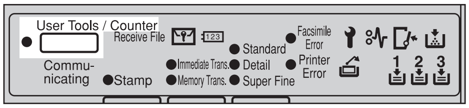


```
○Ready      Set originals. Enter fax no.
Memory Trans.                       100%
 ☎   _                    Dest:  0
                         Mode     Info.
```

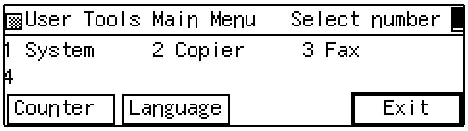
Note

❒ If the standby display is not shown, press the 【**Fax**】 key.

2 Press the 【User Tools/Counter】 key.



3 Enter the number of the "Fax".



```
▨User Tools Main Menu   Select number
1 System      2 Copier      3 Fax
4
Counter  Language               Exit
```

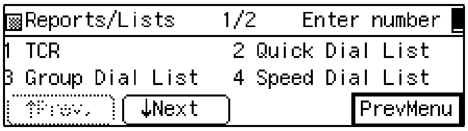
The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 Enter the function number for "Reports/Lists" using the number keys.

5 Enter the Reports/Lists number you want to print out using the number keys.



```
▨Reports/Lists     1/2    Enter number
1 TCR                2 Quick Dial List
3 Group Dial List    4 Speed Dial List
 ↑Prev.    ↓Next                PrevMenu
```

Note

❒ If you can't see the item you need, press [**↑Prev.**] or [**↓Next**].

❒ If you make a mistake, press [**Cancel**] and enter the correct number.

6 Press the 【Start】 key.

When printing is completed, the display shown in step 5 appears again.

Note

❒ If you press Cancel before printing starts, the printing stops and the display shown in step 5 appears again.

7 Press the 【User Tools/Counter】 key.

INITIAL SETUP TX

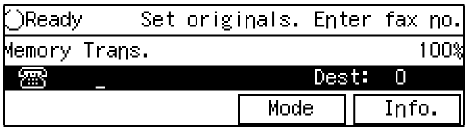
When you turn on the machine or return to Copy mode, the machine returns to the home settings. You can change these home settings so that the machine starts with your most frequently used features selected.

This procedure can be used to change the home settings for the transmission mode (Memory/Immediate Transmission), scanning conditions (Resolution, Original Type, Image Density, and Auto Image Density) and Auto Reset.

Note

- ❒ You can also choose whether the machine returns to the home settings after each communication. ⇒ P.184 *"Changing the User Parameters"*

1 Make sure that the machine is in Facsimile mode and the standby display is shown.

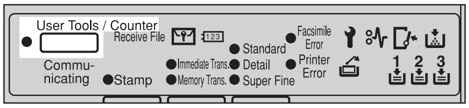


```
Ready      Set originals. Enter fax no.
Memory Trans.                      100%
 ☎   _                   Dest:   0
                        Mode     Info.
```

Note

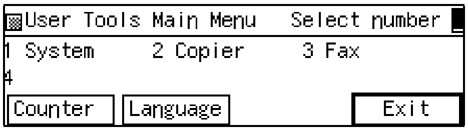
- ❒ If the standby display is not shown, press the 【Fax】 key.

2 Press the 【User Tools/Counter】 key.



THYS880E

3 Enter the number of the "Fax".



```
User Tools Main Menu   Select number
1 System     2 Copier     3 Fax
4
Counter  Language              Exit
```

The Facsimile User Tool main menu appears.

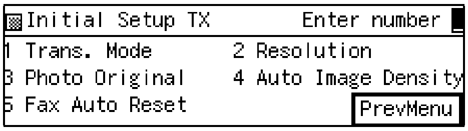
Reference

For how to use the System User Tools, refer to the System Settings manual.

4 Enter the function number for "Initial Setup TX" using the number keys.

The "Initial Setup TX" menu is shown on the display.

5 Enter a function number using the number keys.



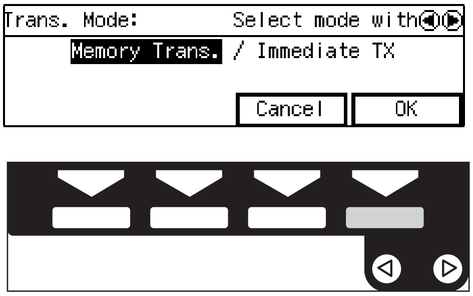
```
Initial Setup TX          Enter number
1 Trans. Mode         2 Resolution
3 Photo Original      4 Auto Image Density
5 Fax Auto Reset                  PrevMenu
```

Note

- ❒ If you make a mistake, press Cancel and enter the correct number.

6 Select the mode you want to change using the ◁ or ▷ keys then press [OK].

❖ Transmission Mode Example

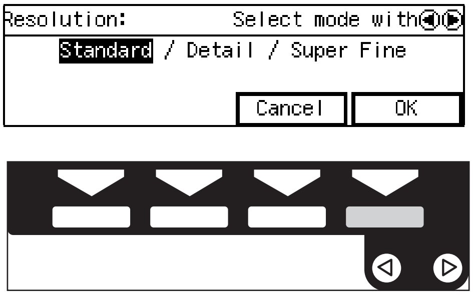


Trans. Mode: Select mode with ◀ ▶

Memory Trans. / Immediate TX

THYS620E

❖ Resolution Example

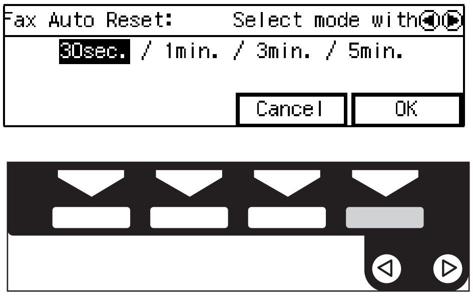


Resolution: Select mode with ◀ ▶

Standard / Detail / Super Fine

THYS620E

❖ Auto Reset Example



Fax Auto Reset: Select mode with ◀ ▶

30sec. / 1min. / 3min. / 5min.

THYS620E

Note

- ❒ If you want to change other settings, repeat steps 5 and 6.

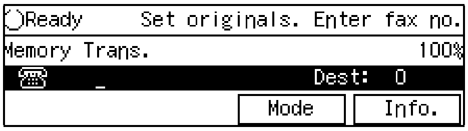
7 **Press the【User Tools/Counter】key.**

INITIAL SETUP RX

The Initial Setup Reception function allows you to turn the following reception functions on or off.

- Reception Mode P.53 *"SELECTING THE RECEPTION MODE"*
- Checkered Mark P.56 *"Checkered Mark"*
- Center Mark P.56 *"Center Mark"*
- Print RX Time P.56 *"Reception Time"*
- Reverse Order Printing P.58 *"Reverse Order Printing"*
- Authorized RX P.167 *"Authorized Reception"*
- Special RX Nos. P.162 *"Special Senders to Treat Differently (Special RX Nos.)"*
- Forwarding P.171 *"Forwarding"*
- Bypass Paper Size⇒ P.147 *"To set the Bypass Paper Size"*

1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**

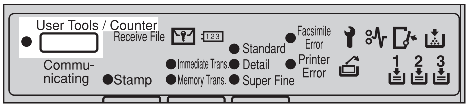


```
Ready      Set originals. Enter fax no.
Memory Trans.                      100%
 ☎   _               Dest:  0
                          Mode   Info.
```

Note

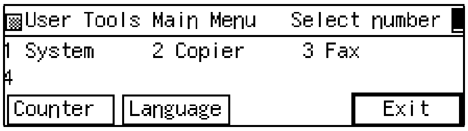
❒ If the standby display is not shown, press the 【**Fax**】 key.

2 **Press the 【User Tools/Counter】 key.**



THYS880E

3 **Enter the number of the "Fax".**



```
User Tools Main Menu    Select number
1 System      2 Copier     3 Fax
4
Counter  Language              Exit
```

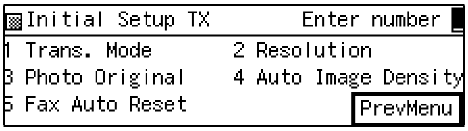
The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the function number for "Initial Setup RX" using the number keys. The Initial Setup RX menu is shown on the display.**

5 **Enter the function number of the item you want to change with the number keys.**



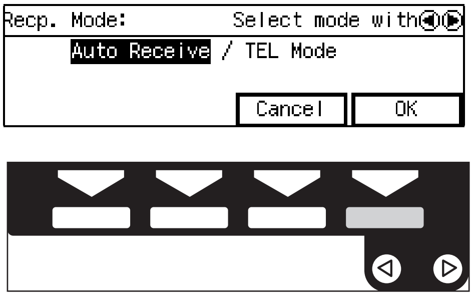
```
Initial Setup TX           Enter number
1 Trans. Mode         2 Resolution
3 Photo Original      4 Auto Image Density
5 Fax Auto Reset                PrevMenu
```

Note

❒ If you make a mistake, press the 【**Clear/Stop**】 key and enter the correct number.

6 **Change the setting with the ◁ and ▷ keys and press [OK].**

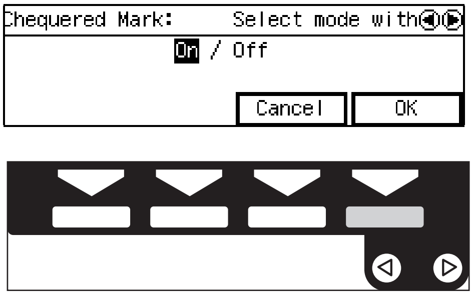
❖ Reception Mode Example


Recp. Mode: Select mode with ◁ ▷

Auto Receive / TEL Mode

THYS620E

❖ Checkered Mark Example


Chequered Mark: Select mode with ◁ ▷

On / Off

THYS620E

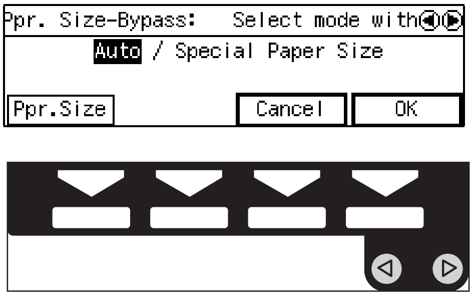
Note

- ❒ If you wish to change other functions, repeat steps 5 and 6.
- ❒ Select on or off for Checkered Mark, Center Mark, Print RX Time, Authorized RX, Special RX Nos., and Reverse Printing.
- ❒ For Forwarding, select the messages to forward, either from all the senders, from specified senders or nothing.

7 Press the 【User Tools/Counter】 key.

To set the Bypass Paper Size

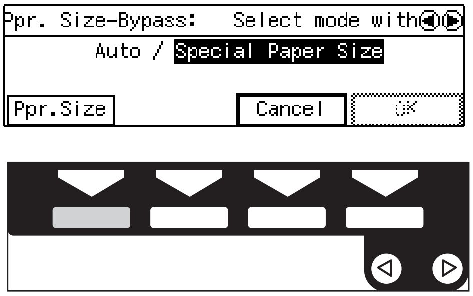
1 Press the ◁ and ▷ keys to select **[Special Paper Size]**.


Ppr. Size-Bypass: Select mode with ◁ ▷

Auto / Special Paper Size

THYS630E

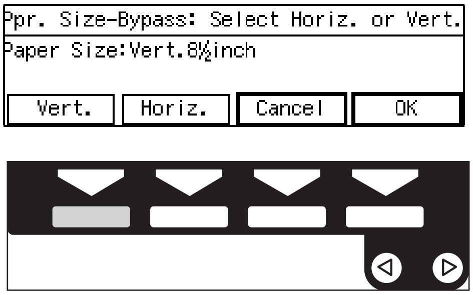
2 Press **[Ppr.Size]**.


Ppr. Size-Bypass: Select mode with ◁ ▷

Auto / **Special Paper Size**

THYS670E

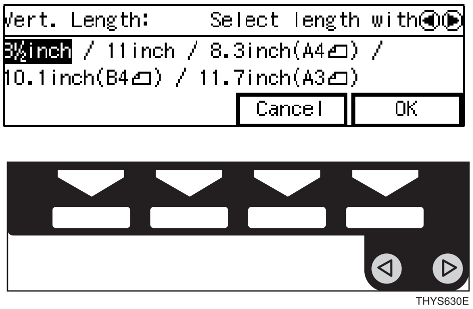
3 Press **[Vert.]**.


Ppr. Size-Bypass: Select Horiz. or Vert.

Paper Size:Vert.8½inch

THYS670E

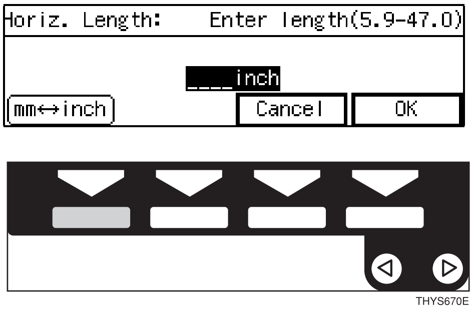
4 **Press the ◁ and ▷ keys to select size and press the [OK].**



Vert. Length: Select length with◀▶

8½inch / 11inch / 8.3inch(A4▱) /
10.1inch(B4▱) / 11.7inch(A3▱)

5 **Press [Horiz.].**



Horiz. Length: Enter length(5.9-47.0)

____inch

ASSIGNING USER FUNCTION KEYS

You can program each of the User Function keys (【F1】–【F4】) with a function that you use frequently. When you wish to use that function, instead of having to search through several menus to find it, just press the appropriate User Function key. This procedure can be used to edit, delete or change the contents of the User Function keys.

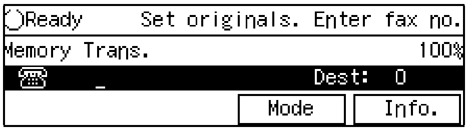
Note

- ❒ At default the following functions are programmed by default.

Key	Standard
F1	Start Manual RX
F2	TEL Mode
F3	Transmission Result Display
F4	-

Storing/Editing the Contents of a User Function Key

1 Make sure that the machine is in Facsimile mode and the standby display is shown.

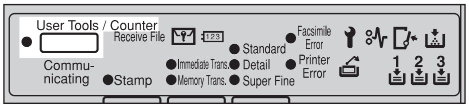


```
Ready      Set originals. Enter fax no.
Memory Trans.                      100%
☎  _                         Dest:  0
                          Mode    Info.
```

Note

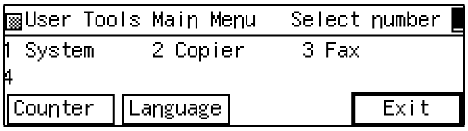
- ❒ If the standby display is not shown, press the 【Fax】 key.

2 Press the 【User Tools/Counter】 key.



THYS880E

3 Enter the number of the “Fax”.



```
User Tools Main Menu    Select number
1 System      2 Copier     3 Fax
4
Counter  Language               Exit
```

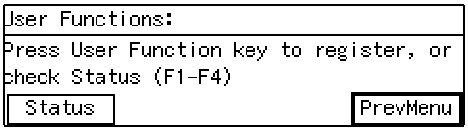
The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 Enter the function number for “User Functions” using the number keys.

5 Press the User Function key you want to use.



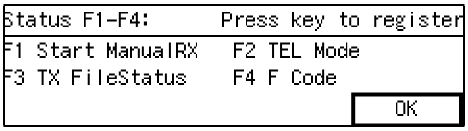
```
User Functions:
Press User Function key to register, or
check Status (F1-F4)
Status                          PrevMenu
```

Note

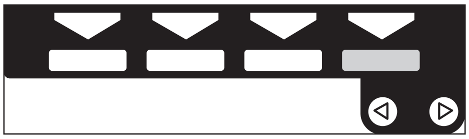
- ❒ If you make a mistake, press Cancel and press the correct key.
- ❒ You can press **[Status]** to see how the User Function keys are currently programmed.

6 Enter the function number you want to register into the User

Function key using the number keys and press [OK].



```
Status F1-F4:      Press key to register
F1 Start ManualRX   F2 TEL Mode
F3 TX FileStatus    F4 F Code
                                 OK
```



THYS620E

Note

- ❒ To see a function number not displayed on the display, press **[↑Prev.]** or **[↓Next]**.
- ❒ If you wish to store more functions, repeat steps 5 and 6 for other keys.
- ❒ If you press Cancel, the function is not stored and the display shown in step 5 appears again.

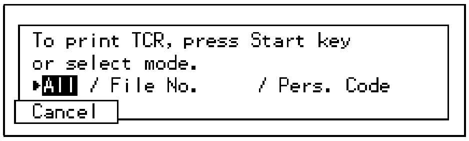
7 **Press the 【User Tools/Counter】 key.**

Using a User Function

1 **Press the User Function Key (【F1】–【F4】) in which the function you want to use is stored.**

The stored function's display is shown.

❖ **E.g., "Print TCR"**



```
To print TCR, press Start key
or select mode.
▸All / File No.     / Pers. Code
Cancel
```

KEY OPERATOR SETTINGS

Personal Codes

This function allows you to keep track of machine usage. When Personal Codes are programmed and Personal Code Access is turned on users have to enter their Personal Code before they send a fax. ⇒ P.189 *"Printing the User Parameter List"*

Important

- ❒ We recommend that you print the Personal Code list and keep it when you register or change a Personal Code. ⇒ P.143 *"REPORTS/ LISTS"*

Note

- ❒ To enter a Personal Code when send a fax, follow the steps shown in "Personal Code Transmission". ⇒ P.68 *"PERSONAL CODE TRANSMISSION"*
- ❒ If Personal Code Access is switched on, users cannot use the facsimile feature unless they enter their Personal Code. ⇒ P.154 *"Personal Code Access"*

Registering Personal Codes

You can register the following items in a Personal Code:

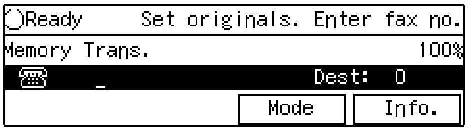
- Personal Code (any 8 digit number except 00000000)
- Name (up to 20 characters)

To change an existing Personal code, just overwrite it with a new one.

Limitation

- ❒ On a standard model you can register up to 20 codes. If you install Fax Function Upgrade option, the maximum number of personal codes you can register is 50.

1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**

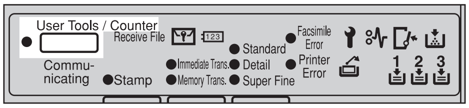


```
Ready      Set originals. Enter fax no.
Memory Trans.                      100%
☎  _                      Dest:  0
                       Mode     Info.
```

Note

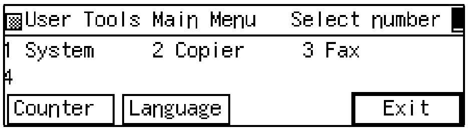
- ❒ If the standby display is not shown, press the **【Fax】** key.

2 **Press the 【User Tools/Counter】 key.**



THYS880E

3 **Enter the number of the "Fax".**



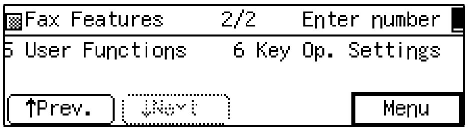
```
User Tools Main Menu    Select number
1 System     2 Copier     3 Fax
4
Counter   Language            Exit
```

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.**

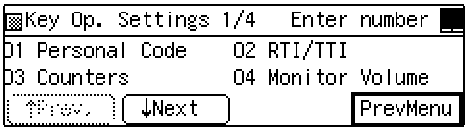


```
Fax Features       2/2    Enter number
5 User Functions     6 Key Op. Settings

↑Prev.   ↓Next                    Menu
```

Note

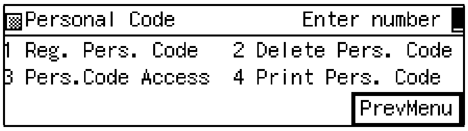
- ❒ If “Key Op. Settings” is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the function number for “Personal Code” using the number keys.**



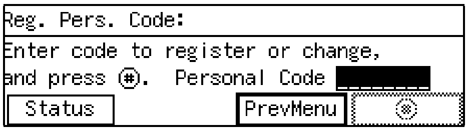
```
Key Op. Settings 1/4   Enter number
01 Personal Code     02 RTI/TTI
03 Counters          04 Monitor Volume
```

6 **Enter the function number for “Reg. Pers. Code” using the number keys.**



```
Personal Code                Enter number
1 Reg. Pers. Code     2 Delete Pers. Code
3 Pers.Code Access    4 Print Pers. Code
```

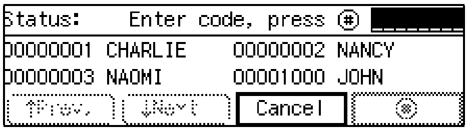
7 **Enter a Personal Code using the number keys.**



```
Reg. Pers. Code:
Enter code to register or change,
and press (#).  Personal Code
```

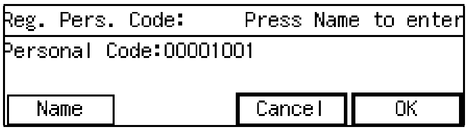
Note

- ❒ If you enter a wrong number for the first, second, or third digit, press the **【Clear/Stop】** key and enter a correct number. If you enter a wrong value for the fourth digit, press Cancel and enter the correct number from the first digit.
- ❒ If you enter a Personal code that has already been programmed, the contents appear on the display. If you wish to change the name, press **[Name]** and enter another name. If you wish to program another code, press **[Cancel]** and enter the new code.
- ❒ You can press **[Status]** to see which codes have been already programmed.



```
Status:    Enter code, press (#)
00000001 CHARLIE     00000002 NANCY
00000003 NAOMI       00001000 JOHN
```

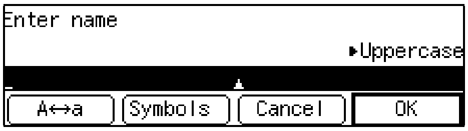
8 **Press [Name].**



```
Reg. Pers. Code:       Press Name to enter
Personal Code:00001001
```

THYS670E

9 **Enter the name.**



```
Enter name
                              ▸Uppercase
```

Note

- ❒ If the name has already been programmed, it appears on the display. If you wish to change the name, press the **【Clear/Stop】** key and enter another name.

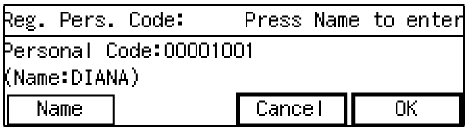
Reference

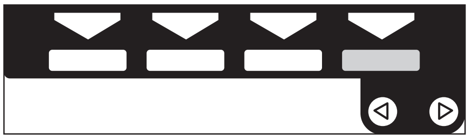
P.191 *“Entering Text”*

10 **Press [OK].**

The entered Personal Code and name are shown on the display.

11 **Press [OK] to register the code and name.**


Reg. Pers. Code: Press Name to enter
Personal Code:00001001
(Name:DIANA)


THYS620E

Note

- ❒ If you press **[Cancel]**, the entered Personal Code is canceled and the display shown in step 7 appears again.

12 **Press [Exit].**

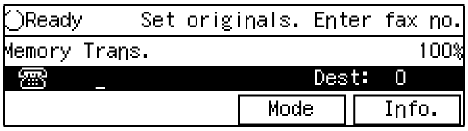
The display shown in step 7 appears again.

13 **Press [PrevMenu] 3 times.**

14 **Press the 【User Tools/Counter】 key.**

Deleting a Personal Code

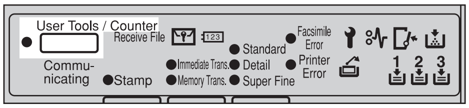
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**


Ready   Set originals. Enter fax no.
Memory Trans.   100%
☎ _   Dest: 0

Note

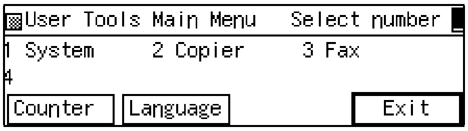
- ❒ If the standby display is not shown, press the 【Fax】 key.

2 **Press the 【User Tools/Counter】 key.**



THYS880E

3 **Enter the number of the "Fax".**

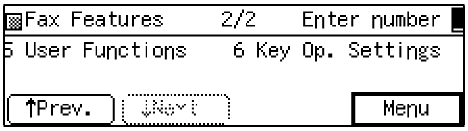

User Tools Main Menu   Select number
1 System   2 Copier   3 Fax
4

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

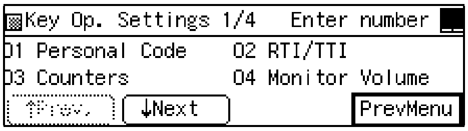
4 **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.**


Fax Features   2/2   Enter number
5 User Functions   6 Key Op. Settings

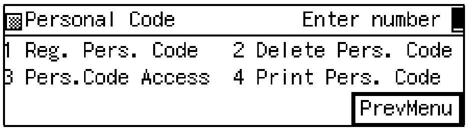
Note

- ❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

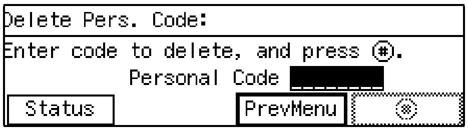
5 **Enter the function number for "Personal Code" using the number keys.**


Key Op. Settings 1/4   Enter number
01 Personal Code   02 RTI/TTI
03 Counters   04 Monitor Volume

6 **Enter the function number for "Delete Pers. Code" using the number keys.**


Personal Code   Enter number
1 Reg. Pers. Code   2 Delete Pers. Code
3 Pers.Code Access   4 Print Pers. Code

7 Enter the Personal Code you want to delete using the number keys.



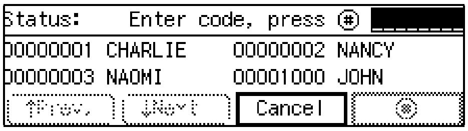
Delete Pers. Code:

Enter code to delete, and press ⊛.

Personal Code ________

Note

- ❒ If you make a mistake, press the 【**Clear/Stop**】 key and enter the correct code.
- ❒ You can press **[Status]** to see which codes have been already programmed.

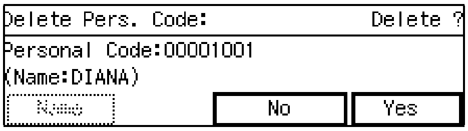


Status: Enter code, press ⊛ ________

00000001 CHARLIE 00000002 NANCY

00000003 NAOMI 00001000 JOHN

8 Press [Yes].



Delete Pers. Code: Delete ?

Personal Code:00001001

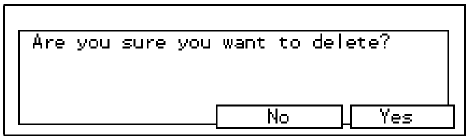
(Name:DIANA)

THYS620E

If you press **[No]**, the Personal Code is not deleted and the display shown in step 7 appears again.

9 Press [Yes].

The Personal Code is deleted.



Are you sure you want to delete?

THYS620E

Note

- ❒ If you press **[No]**, the Personal Code is not deleted and the display shown in step 7 appears again.

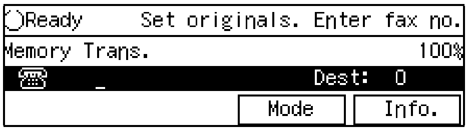
10 Press [PrevMenu] 3 times.

11 Press the 【User Tools/Counter】 key.

Personal Code Access

The machine can be set up so that users cannot use it without entering a registered Personal Code. This prevents an unauthorized person from sending a fax message and helps track the activity of each user.

1 Make sure that the machine is in Facsimile mode and the standby display is shown.



Ready Set originals. Enter fax no.

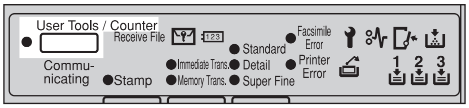
Memory Trans. 100%

☎ _ Dest: 0

Note

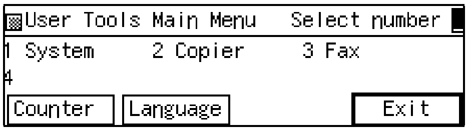
- ❒ If the standby display is not shown, press the 【**Fax**】 key.

2 Press the 【User Tools/Counter】 key.



THYS880E

3 Enter the number of the "Fax".



User Tools Main Menu Select number

1 System 2 Copier 3 Fax

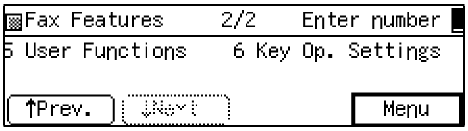
4

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the number for “Key Op. Settings” using the number keys and press the 【#】 key within 3 seconds.**

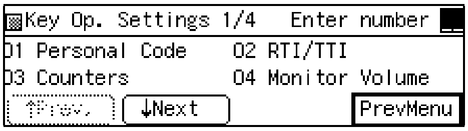


```
Fax Features      2/2    Enter number
5 User Functions    6 Key Op. Settings
↑Prev.   ↓Next                  Menu
```

Note

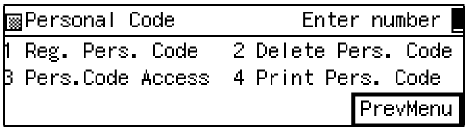
- ❒ If “Key Op. Settings” is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the number for “Personal Code” using the number keys.**



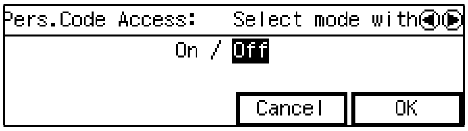
```
Key Op. Settings 1/4    Enter number
01 Personal Code     02 RTI/TTI
03 Counters          04 Monitor Volume
↑Prev.   ↓Next                PrevMenu
```

6 **Enter the number for “Pers.Code Access” using the number keys.**

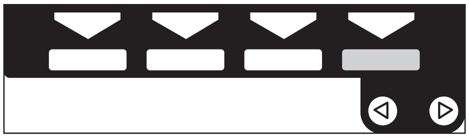


```
Personal Code             Enter number
1 Reg. Pers. Code    2 Delete Pers. Code
3 Pers.Code Access   4 Print Pers. Code
                              PrevMenu
```

7 **Switch access on or off using the ◁ or ▷ key and then press [OK].**



```
Pers.Code Access:    Select mode with◁▷
                On / Off
                         Cancel    OK
```



Note

- ❒ If you press **[Cancel]**, the previous setting is not changed and the display shown in step 6 appears again.

8 **Press [PrevMenu] twice.**

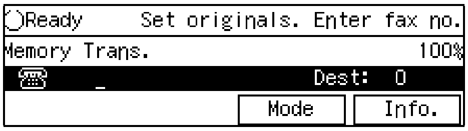
9 **Press the 【User Tools/Counter】 key.**

The display returns to the Personal Code screen.

Printing the Personal Code List

Print this list to find out the registered Personal Codes and their names.

1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**

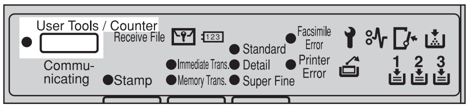


```
Ready       Set originals. Enter fax no.
Memory Trans.                       100%
☎  _                        Dest:  0
                          Mode    Info.
```

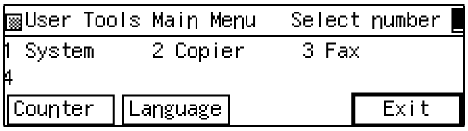
Note

- ❒ If the standby display is not shown, press the 【Fax】 key.

2 **Press the 【User Tools/Counter】 key.**



3 **Enter the number of the “Fax”.**



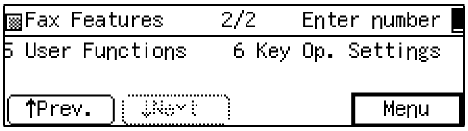
```
User Tools Main Menu    Select number
1 System     2 Copier     3 Fax
4
Counter  Language                Exit
```

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the number for “Key Op. Settings” using the number keys and press the 【#】 key within 3 seconds.**



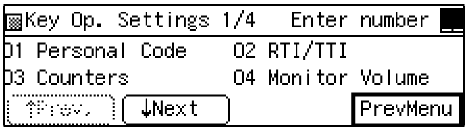
Fax Features 2/2 Enter number

5 User Functions 6 Key Op. Settings

Note

❒ If “Key Op. Settings” is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the number for “Personal Code” using the number keys.**

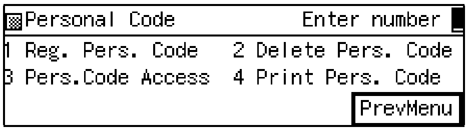


Key Op. Settings 1/4 Enter number

01 Personal Code 02 RTI/TTI

03 Counters 04 Monitor Volume

6 **Enter the function number for “Print Pers. Code” using the number keys.**



Personal Code Enter number

1 Reg. Pers. Code 2 Delete Pers. Code

3 Pers.Code Access 4 Print Pers. Code

7 **Press the 【Start】 key.**

When printing is completed, the display shown in step 4 appears again.

Note

❒ If you press **[Cancel]** before printing starts, the printing stops and the display shown in step 6 appears again.

8 **Press [PrevMenu] twice.**

9 **Press the 【User Tools/Counter】 key.**

RTI/TTI

An RTI (Receive Terminal Identification) is passed to a receiver or sender when you send or receive a fax. When the RTI is received, it is shown on the display and printed in a report at the other end.

The TTI (Transmitter Terminal Identification) is printed on the header of every fax you send.

You usually should contain your name in both of these identifications.

You can store two TTI identification: “TTI 1” and “TTI 2”. For example, if you store your department name in one and your organization name in the other, you could use the first when sending internal faxes and the second for external faxes.

Important

❒ In the USA, TTI must contain the telephone number of the line your machine is connected to. It will be printed on the header of every page you send. Required in the USA.

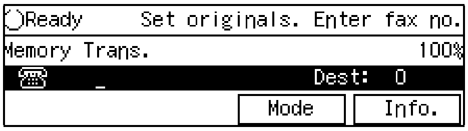
Limitation

❒ The RTI does not work unless the other party has the same make machine with the RTI feature.

❒ You can program up to 20 characters in a RTI and 32 in a TTI.

❒ You can program letter, symbols, number, and spaces in an RTI and TTI.

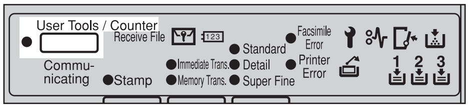
1 Make sure that the machine is in Facsimile mode and the standby display is shown.


Ready Set originals. Enter fax no.
Memory Trans. 100%
Dest: 0

Note

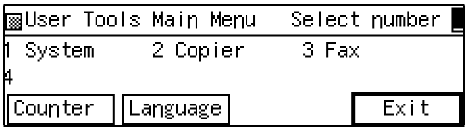
- ❒ If the standby display is not shown, press the **【Fax】** key.

2 Press the 【User Tools/Counter】 key.



THYS880E

3 Enter the number of the "Fax".

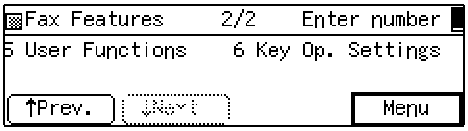

User Tools Main Menu Select number

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

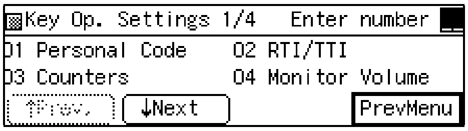
4 Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 key within 3 seconds.


Fax Features 2/2 Enter number

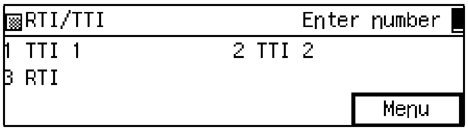
Note

- ❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

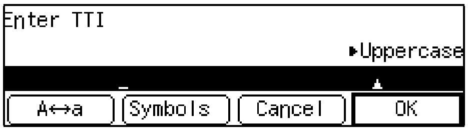
5 Enter the function number for "RTI/TTI" using the number keys.

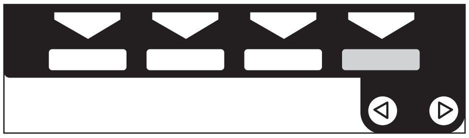

Key Op. Settings 1/4 Enter number

6 Enter the function number for "TTI 1" or "TTI 2" using the number key.


RTI/TTI Enter number

7 Enter a TTI 1 or a TTI 2 and press [OK].

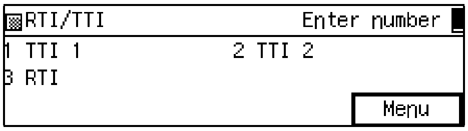

Enter TTI


THYS620E

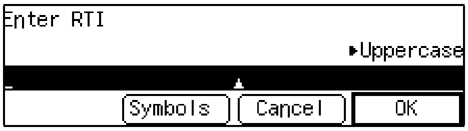
Reference

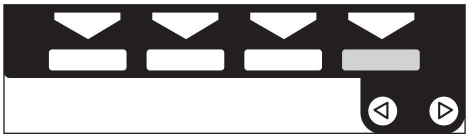
P.191 *"Entering Text"*

8 Enter the function number for "RTI" using the number key.


RTI/TTI Enter number

9 Enter a RTI and press [OK].


Enter RTI
▸Uppercase


THYS620E

Reference

P.191 *"Entering Text"*

10 Press [PrevMenu].

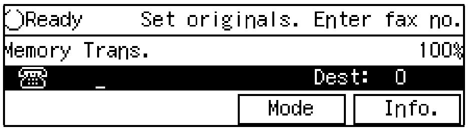
11 Press the 【User Tools/Counter】 key.

Counters

This function allows you to check the total number of transmitted, received, scanned, and printed pages on the display.

- Transmissions
  : Total number of transmitted pages
- Receptions
  : Total number of received pages

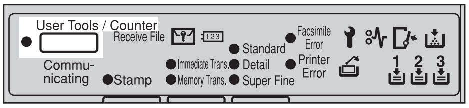
1 Make sure that the machine is in Facsimile mode and the standby display is shown.


Ready Set originals. Enter fax no.
Memory Trans. 100%
Dest: 0

Note

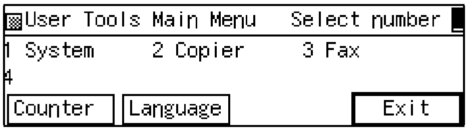
❒ If the standby display is not shown, press the 【Fax】 key.

2 Press the 【User Tools/Counter】 key.



THYS880E

3 Enter the number of the "Fax".

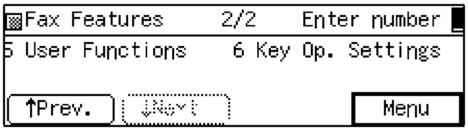

User Tools Main Menu Select number
1 System 2 Copier 3 Fax
4

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

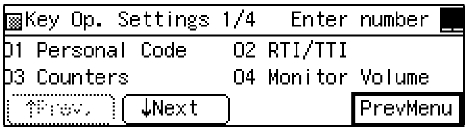
4 Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) within 3 seconds.


Fax Features 2/2 Enter number
5 User Functions 6 Key Op. Settings

Note

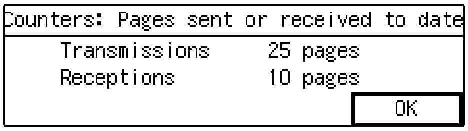
❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 Enter the function number for "Counters" using the number keys.


Key Op. Settings 1/4 Enter number
01 Personal Code 02 RTI/TTI
03 Counters 04 Monitor Volume

The totals are displayed.

6 When you have checked the total pages, press [OK].



```
Counters: Pages sent or received to date
     Transmissions     25 pages
     Receptions        10 pages
                                     OK
```

7 Press [PrevMenu].

8 Press the 【User Tools/Counter】 key.

Monitor Volume

You can change the volume of the following sounds the machine makes.

❖ **On Hook**

When you press the 【On Hook Dial】 key.

❖ **Transmission**

When the machine send a message.

❖ **Reception**

When the machine receive a message.

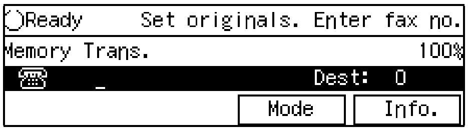
❖ **Dialling**

After pressing the 【Start】 key, this sound is output until the line connects to the destination.

❖ **Printing**

Sounds when a received message has been printed. See P.56 *"Print Completion Beep"*.

1 Make sure that the machine is in Facsimile mode and the standby display is shown.

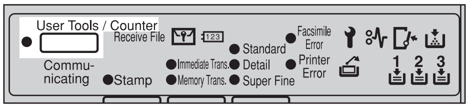


```
Ready      Set originals. Enter fax no.
Memory Trans.                      100%
☎   _                    Dest:  0
                         Mode    Info.
```

Note

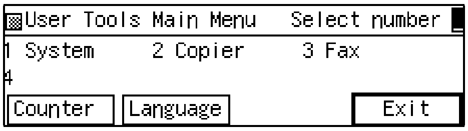
❒ If the standby display is not shown, press the 【Fax】 key.

2 Press the 【User Tools/Counter】 key.



THYS880E

3 Enter the number of the "Fax".



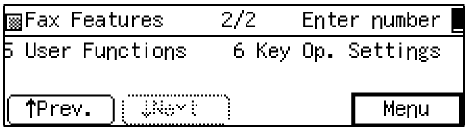
```
User Tools Main Menu    Select number
1 System      2 Copier      3 Fax
4
Counter   Language              Exit
```

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.

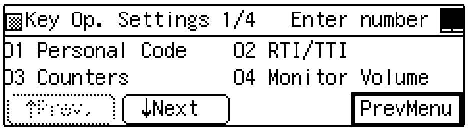


```
Fax Features      2/2    Enter number
5 User Functions     6 Key Op. Settings
↑Prev.    ↓Next                 Menu
```

Note

❒ If "Key Op. Settings" is not shown, press [↑Prev.] or [↓Next].

5 Enter the function number for "Monitor Volume" using the number keys.



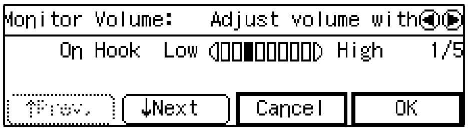
```
Key Op. Settings 1/4    Enter number
01 Personal Code     02 RTI/TTI
03 Counters          04 Monitor Volume
↑Prev.    ↓Next              PrevMenu
```

6 Select an item you want to adjust pressing [↑Prev.] and [↓Next].

Note

- ❐ On Hook, Transmission, Reception, Dialling, and Printing are shown in that order.

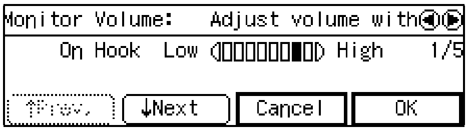
❖ On Hook



```
Monitor Volume:   Adjust volume with◁▷
     On Hook  Low ◁□□■□□□□□▷ High   1/5
↑Prev.   ↓Next   Cancel   OK
```

THYS850E

7 **Adjust the volume using the ◁ or ▷ key and press [OK].**



```
Monitor Volume:   Adjust volume with◁▷
     On Hook  Low ◁□□□□□□■□▷ High   1/5
↑Prev.   ↓Next   Cancel   OK
```

THYS620E

Note

- ❐ When you press **[Cancel]**, the volume setting is canceled and the display shown in 5 appears again.
- ❐ Lowest = OFF

8 **Press [PrevMenu].**

9 **Press the 【User Tools/Counter】 key.**

Registering The Economy Transmission Time

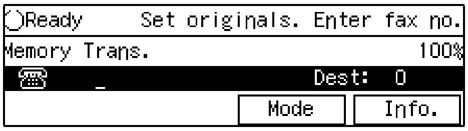
Economy Transmission allow you to take advantage of off-peak line rates by delaying transmission of messages until a later time.

Use the procedure below to program the Economy Transmission Time for when you phone rates are cheaper. ⇒ P.64 *"SEND LATER"*

Limitation

- ❐ You can program only one Economy Transmission time.

1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**

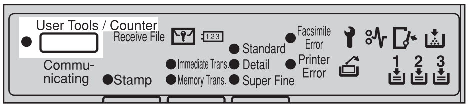


```
○Ready      Set originals. Enter fax no.
Memory Trans.                       100%
 ☎    _                  Dest:  0
                         Mode    Info.
```

Note

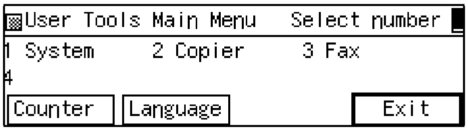
- ❐ If the standby display is not shown, press the 【**Fax**】 key.

2 **Press the 【User Tools/Counter】 key.**



THYS880E

3 **Enter the number of the "Fax".**



```
▦User Tools Main Menu   Select number █
1 System      2 Copier     3 Fax
4
Counter  Language                Exit
```

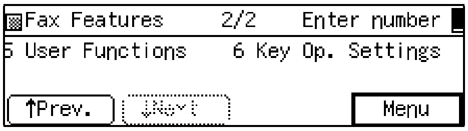
The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the function number for "Key Op. Settings" using the**

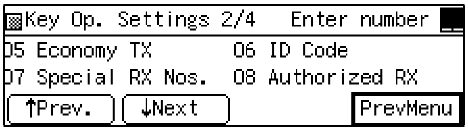
number keys and press the 【#】 (Enter) key within 3 seconds.


Fax Features 2/2 Enter number
5 User Functions 6 Key Op. Settings

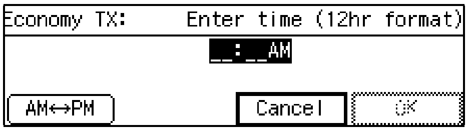
Note

- ❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the function number for "Economy TX" using the number keys.**


Key Op. Settings 2/4 Enter number
05 Economy TX 06 ID Code
07 Special RX Nos. 08 Authorized RX

6 **Enter an economy transmission time using the number keys and press [OK]. To change AM/PM, press the [AM ↔ PM] key (North America only)**


Economy TX: Enter time (12hr format)
__:__AM

Note

- ❒ If you press **[Cancel]**, the entered time is canceled and the display shown in 5 appears again.

7 **Press [PrevMenu].**

8 **Press the 【User Tools/Counter】 key.**

ID Code

Use this procedure to register the following kinds of ID codes.

❖ Confidential ID

This ID is usually required for printing a message received in the Confidential Reception. ⇒ P.102 *"PRINTING A CONFIDENTIAL MESSAGE"*

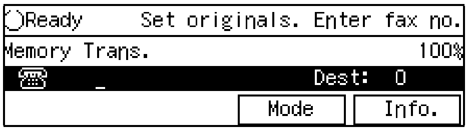
❖ Polling ID

This ID is required for using Transfer Request ⇒ P.87 *"TRANSFER REQUEST"*, Default ID Polling Transmission ⇒ P.80 *"Free Polling Transmission"*, Default ID Polling Reception ⇒ P.84 *"Default ID Polling Reception (Free Polling Reception)"*, ID Transmission ⇒ P.46 *"Closed Network"*, ID Reception ⇒ P.54 *"ID Reception"*function.

Limitation

- ❒ A Polling ID can be any combination of digits (0 - 9) and letters (A - F) except for 0000 and FFFF. When you use Transfer Request, or ID Transmission, register the same ID code as that registered on the sender's machine.
- ❒ A Confidential ID can be any a four digit numeric code except for 0000.

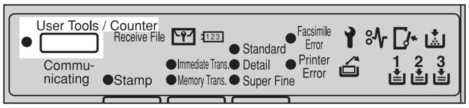
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**


Ready Set originals. Enter fax no.
Memory Trans. 100%
☎ _ Dest: 0

Note

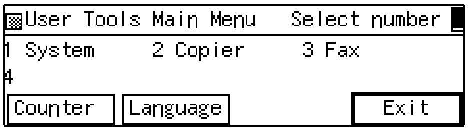
- ❒ If the standby display is not shown, press the 【Fax】 key.

2 **Press the 【User Tools/Counter】 key.**



THYS880E

3 **Enter the number of the "Fax".**

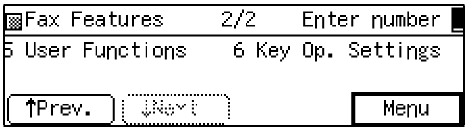


The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

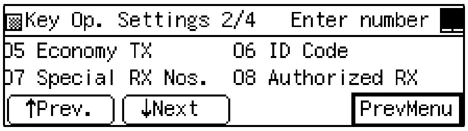
4 **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 key within 3 seconds.**



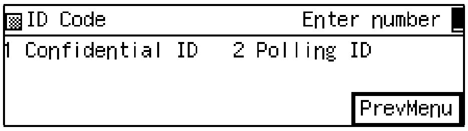
Note

- ❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

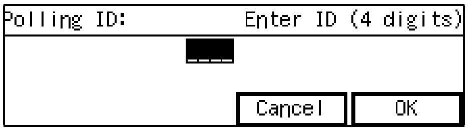
5 **Enter the function number for "ID Code" using the number keys.**



6 **Choose the ID you wish to program using the number keys.**



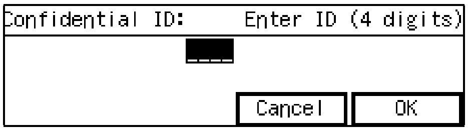
7 **Enter an ID code and press [OK].**



Note

- ❒ For a Confidential ID use the number keys to enter an ID code. For a Polling ID, use the number keys and letter keys (A to F).
- ❒ If you make a mistake, press the 【Clear/Stop】 key and enter a correct code.
- ❒ If you press **[Cancel]**, the entered ID is canceled.

❖ Confidential ID



8 **Press [PrevMenu] twice.**

9 **Press the 【User Tools/Counter】 key.**

Special Senders to Treat Differently (Special RX Nos.)

Special Reception numbers (Special RX Nos.) allow you to treat incoming messages from certain locations differently.

For example, you might want messages from your branch offices printed on a different color paper to identity them at a glance. In this case, program the branch office RTI/CSI's as Specific Senders and select a paper tray loaded with colored paper.

- Cassette Select (tray from which messages are printed).
  You can choose the paper cassette used when printing messages. If

you set different color paper in this cassette, you will be able to recognize messages from certain senders at a glance.

Note

- ❒ If you receive a fax with a paper size different from that set in the paper cassette, the printout will be split across several pages or reduced to fit on the paper.

- Reverse Order Printing
  You can have pages printed in the opposite order in which they were received.
  You can adjust the following settings for this function:
  - Specified Senders (maximum of 30, up to 20 characters)
  - Wildcards P.191 *"Wild Cards"*

Important

- ❒ It is recommended that you print the Sender/Specified Number list and keep it when you register or change a sender. ⇒ P.143 *"REPORTS/LISTS"*

Limitation

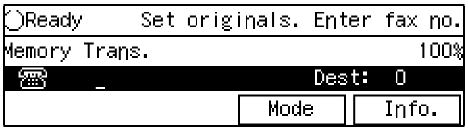
- ❒ The Special Reception Numbers function cannot used to treat messages received from a Specific Senders if they are received with Polling Reception or Free Polling.
- ❒ You cannot register a Specific Sender who does not have an RTI or CSI.
- ❒ You can register up to 30 senders for Forwarding, Special Reception Numbers, and Authorized Reception functions. You sometimes cannot register 30 senders depending on the number of senders registered with other functions. If you install the optional Fax Function Upgrade, you can register up to 50 senders.

Note

- ❒ To register a sender, use an RTI or CSI.
- ❒ You can find the RTI or CSI of a sender by looking in the destination name column of the TCR
- ❒ Before using the Special RX Nos. function, switch this function to On by following the steps shown in Initial Setup RX. ⇒ P.146 *"INITIAL SETUP RX"*

Registering Specific Senders (Special RX Nos.)

1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**

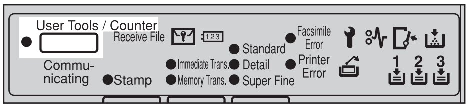


```
Ready      Set originals. Enter fax no.
Memory Trans.                      100%
 ☎    _                    Dest:  0
                        Mode    Info.
```

Note

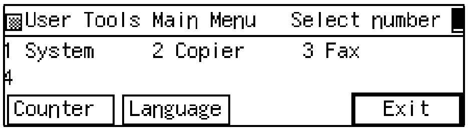
- ❒ If the standby display is not shown, press the **【Fax】** key.

2 **Press the 【User Tools/Counter】 key.**



THYS880E

3 **Enter the number of the "Fax".**



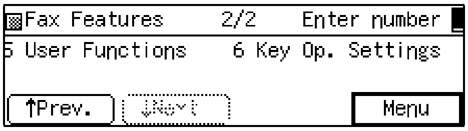
```
User Tools Main Menu   Select number
1 System      2 Copier     3 Fax
4
Counter  Language               Exit
```

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

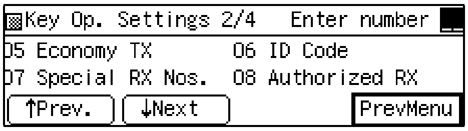
4 **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 key within 3 seconds.**


Fax Features 2/2 Enter number
5 User Functions 6 Key Op. Settings

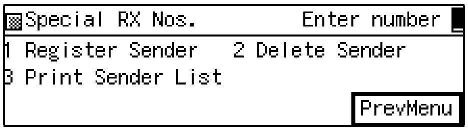
Note

- ❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

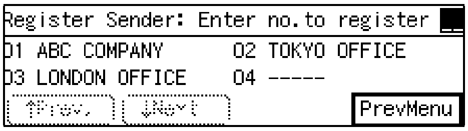
5 **Enter the function number for "Special RX Nos.". using the number keys.**


Key Op. Settings 2/4 Enter number
05 Economy TX 06 ID Code
07 Special RX Nos. 08 Authorized RX

6 **Enter the function number for "Register Sender" using the number keys.**


Special RX Nos. Enter number
1 Register Sender 2 Delete Sender
3 Print Sender List

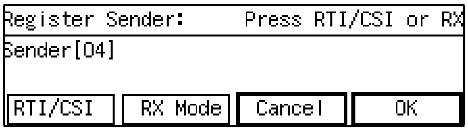
7 **Choose a number where you want to program a Specific Sender.**

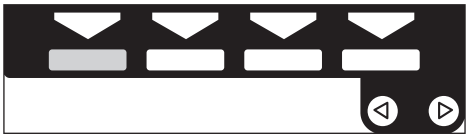

Register Sender: Enter no.to register
01 ABC COMPANY 02 TOKYO OFFICE
03 LONDON OFFICE 04 -----

Note

- ❒ If you make a mistake, press the 【Clear/Stop】 key and reenter a correct value. If you enter a wrong value for the second digit, press **[Cancel]** and enter it again.

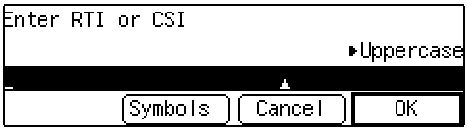
8 **Press [RTI/CSI].**

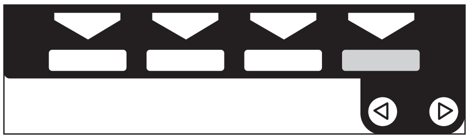

Register Sender: Press RTI/CSI or RX
Sender[04]



THYS670E

9 **Enter an RTI or CSI of a sender and press [OK].**


Enter RTI or CSI
▸Uppercase

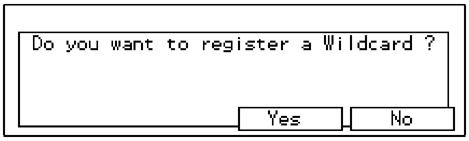


THYS620E

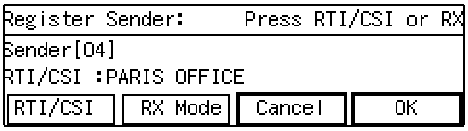
Reference

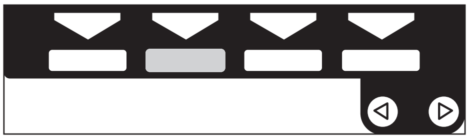
P.191 *"Entering Text"*

10 **Select whether or not to register the sender as a wild card. ⇒ P.191 *"Wild Cards"*.**


Do you want to register a Wildcard ?

11 **Press [RX Mode].**

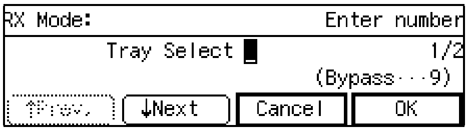

Register Sender: Press RTI/CSI or RX
Sender[04]
RTI/CSI :PARIS OFFICE



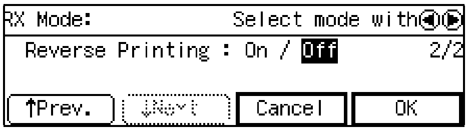
THYS760E

12 Select any features for this Specific Sender. You can scroll through them by pressing [↑Prev.] or [↓Next]. Then press [OK].

❖ Tray Select


RX Mode: Enter number
Tray Select ▇ 1/2
(Bypass···9)
↑Prev. ↓Next Cancel OK

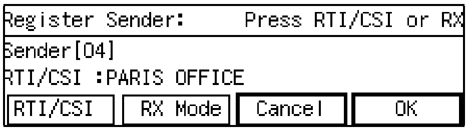
❖ Reverse Printing


RX Mode: Select mode with◀▶
Reverse Printing : On / Off 2/2
↑Prev. ↓Next Cancel OK

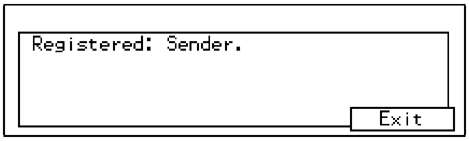
Note

- ❒ Select only items you want to change.
- ❒ If you press **[Cancel]**, the specified setting are canceled and the display shown in 11 appears again.

13 Press [OK].


Register Sender: Press RTI/CSI or RX
Sender[04]
RTI/CSI :PARIS OFFICE
RTI/CSI RX Mode Cancel OK

14 Press [Exit].

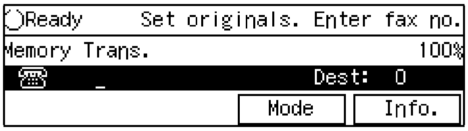

Registered: Sender.
Exit

15 Press [PrevMenu] 3 times.

16 Press the【User Tools/Counter】key.

Deleting a Specific Sender

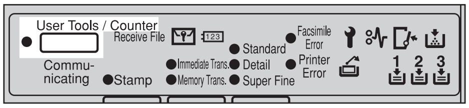
1 Make sure that the machine is in Facsimile mode and the standby display is shown.


Ready Set originals. Enter fax no.
Memory Trans. 100%
☎ _ Dest: 0
Mode Info.

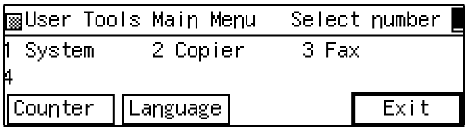
Note

- ❒ If the standby display is not shown, press the【**Fax**】key.

2 Press the【User Tools/Counter】key.



3 Enter the number of the “Fax”.

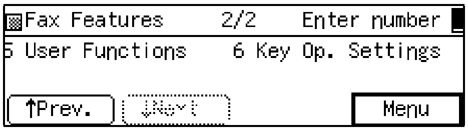

User Tools Main Menu Select number ▇
1 System 2 Copier 3 Fax
4
Counter Language Exit

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 key within 3 seconds.**



▨Fax Features 2/2 Enter number

5 User Functions 6 Key Op. Settings

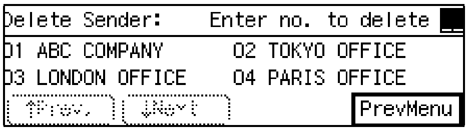
Note

❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the function number for "Special RX Nos." using the number keys.**

6 **Enter the function number for "Delete Sender" using the number keys.**

7 **Choose a sender number you want to delete by entering its code with the number keys. The registered RTI or CSI is flash up.**



Delete Sender: Enter no. to delete

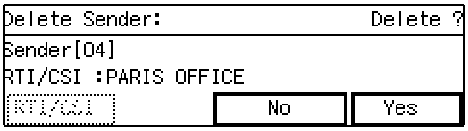
01 ABC COMPANY 02 TOKYO OFFICE

03 LONDON OFFICE 04 PARIS OFFICE

Note

❒ If you make a mistake, press the 【Clear/Stop】 key and enter a correct value.

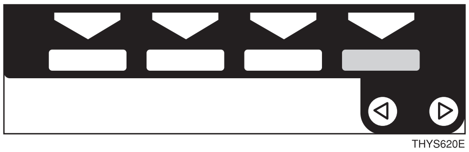
8 **Press [Yes].**



Delete Sender: Delete ?

Sender[04]

RTI/CSI :PARIS OFFICE



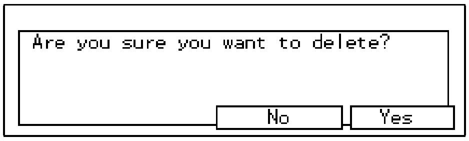
THYS620E

Note

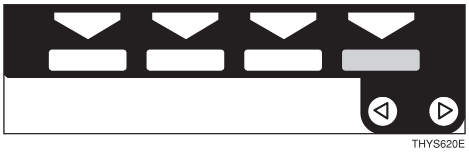
❒ If you press **[No]**, the sender is not deleted and the display shown in 5 appears again.

9 **Press [Yes].**

The sender is deleted.



Are you sure you want to delete?



THYS620E

Note

❒ If you press **[No]**, the sender is not deleted and the display shown in 5 appears again.

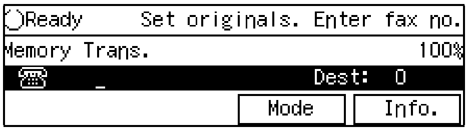
10 **Press [PrevMenu] 3 times.**

11 **Press the 【User Tools/Counter】 key.**

Specified Sender List

Print this list to see the currently programmed Specific Senders.

1 Make sure that the machine is in Facsimile mode and the standby display is shown.

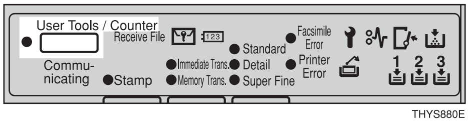


Ready Set originals. Enter fax no.
Memory Trans. 100%
Dest: 0

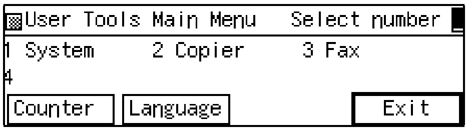
Note

- ❐ If the standby display is not shown, press the 【**Fax**】 key.

2 Press the 【User Tools/Counter】 key.



3 Enter the number of the "Fax".



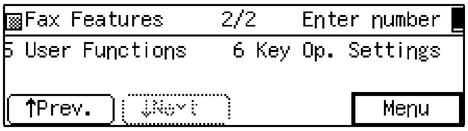
User Tools Main Menu Select number
1 System 2 Copier 3 Fax
4

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.



Fax Features 2/2 Enter number
5 User Functions 6 Key Op. Settings

Note

- ❐ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 Enter the function number for "Special RX Nos.". using the number keys.

6 Enter the function number for "Print Sender List" using the number keys.

7 Press the 【Start】 key.

When the printing job is completed, the display shown in 6 appears again.

Note

- ❐ If you press **[Cancel]** before printing starts, printing stops and the display shown in 6 appears again.

8 Press [PrevMenu] twice.

9 Press the 【User Tools/Counter】 key.

Authorized Reception

This feature helps you to reject junk mail. It lets you specify which terminals you wish to receive fax messages from; the others will be shut out. This is useful if you are very annoyed with someone.

You can register the following:

- 30 Specified Senders (up to 20 characters for each sender)
- Wild Card ⇒ P.191 *"Wild Cards"*

Important

- ❐ It is recommended that you print the Sender/Authorized Reception list and keep it when you register or change a sender. ⇒ P.143 *"REPORTS/LISTS"*

Limitation

- ❐ You cannot register a Specified Sender who does not have an RTI or CSI.
- ❐ You can register up to 30 senders for Forwarding, Special RX Nos., and Authorized Reception func-

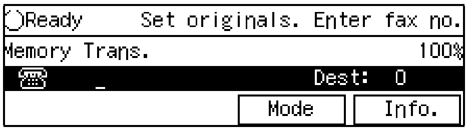
tions. You sometimes cannot register 30 senders depending on the number of senders registered with other functions. If you attach the optional Fax Function Upgrade to the machine, you can register up to 50 senders.

Note

- ❒ To register a sender, use an RTI or CSI.
- ❒ To find out a senders RTI/CSI, check the TCR.
- ❒ You need to switch Authorized Reception on. ⇒ P.146 *"INITIAL SETUP RX"*
- ❒ You can specify whether to receive messages from only Specified Senders or to exclude messages from Specified Senders. The default setting is "Receive from Authorized Senders". ⇒ P.184 *"Changing the User Parameters"*

Programming Specified Senders

1 Make sure that the machine is in Facsimile mode and the standby display is shown.

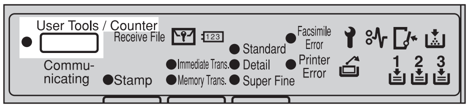


```
○Ready      Set originals. Enter fax no.
Memory Trans.                       100%
☎  _                          Dest:  0
                          Mode    Info.
```

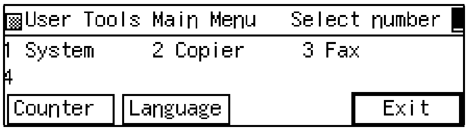
Note

- ❒ If the standby display is not shown, press the **【Fax】** key.

2 Press the 【User Tools/Counter】 key.



3 Enter the number of the "Fax".



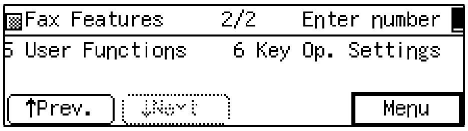
```
▨User Tools Main Menu   Select number ▌
1 System     2 Copier     3 Fax
4
Counter  Language                 Exit
```

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.

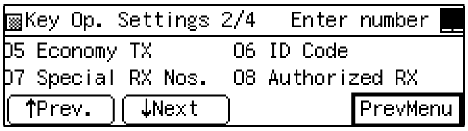


```
▨Fax Features      2/2    Enter number ▌
5 User Functions     6 Key Op. Settings

↑Prev.   ↓Next                    Menu
```

Note

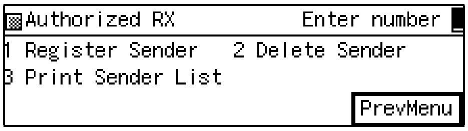
- ❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 Enter the function number for "Authorized RX" using the number keys.



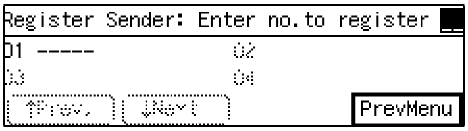
```
▨Key Op. Settings 2/4   Enter number ▌
05 Economy TX         06 ID Code
07 Special RX Nos.    08 Authorized RX
↑Prev.   ↓Next                PrevMenu
```

6 Enter the function number for "Register Sender" using the number keys.



```
▨Authorized RX             Enter number ▌
1 Register Sender    2 Delete Sender
3 Print Sender List
                                PrevMenu
```

7 **Choose a sender number you wish to register.**


Register Sender: Enter no. to register

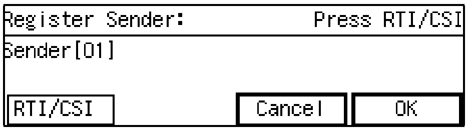
01 ----- 02

03 04

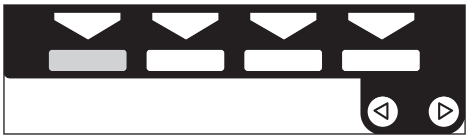
Note

- ❒ If you make a mistake, press the **【Clear/Stop】** key and reenter a correct value.

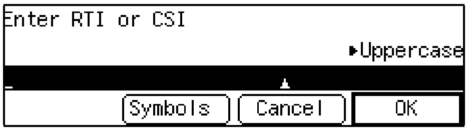
8 **Press [RTI/CSI].**

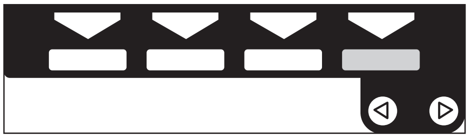

Register Sender: Press RTI/CSI

Sender[01]



9 **Enter an RTI or CSI of a sender and press [OK].**

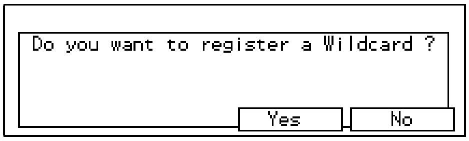

Enter RTI or CSI



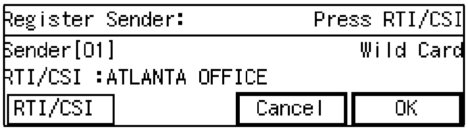
Reference

P.191 *"Entering Text"*

10 **Select whether or not to register the sender on a P.191 *"Wild Cards"*.**

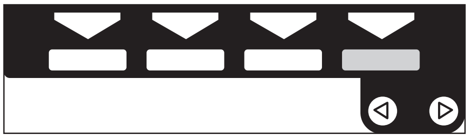

Do you want to register a Wildcard ?

11 **Press [OK].**

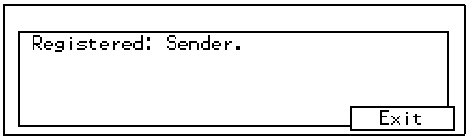

Register Sender: Press RTI/CSI

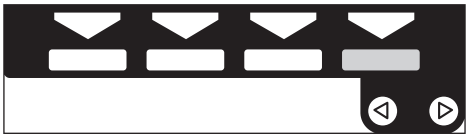
Sender[01] Wild Card

RTI/CSI :ATLANTA OFFICE



12 **Press [Exit].**


Registered: Sender.

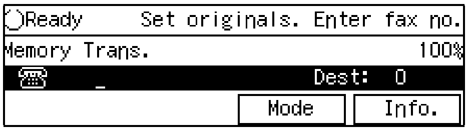


13 **Press [PrevMenu] 3 times.**

14 **Press the 【User Tools/Counter】 key.**

Deleting a Specific Sender (Authorized Reception)

1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**


Ready Set originals. Enter fax no.

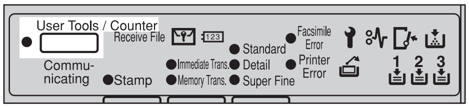
Memory Trans. 100%

Dest: 0

Note

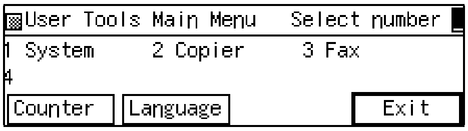
- ❒ If the standby display is not shown, press the **【Fax】** key.

2 **Press the 【User Tools/Counter】 key.**



THYS880E

3 **Enter the number of the "Fax".**



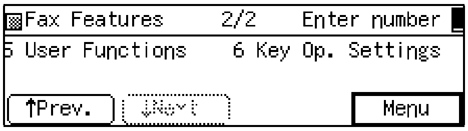
```
User Tools Main Menu   Select number
1 System      2 Copier     3 Fax
4
Counter  Language              Exit
```

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.**



```
Fax Features       2/2    Enter number
5 User Functions     6 Key Op. Settings
↑Prev.  ↓Next                    Menu
```

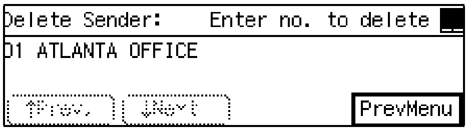
Note

- ❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the function number for "Authorized RX" using the number keys.**

6 **Enter the function number for "Delete Sender" using the number keys.**

7 **Choose the sender to delete by entering its code. The RTI/CSI will flash up.**

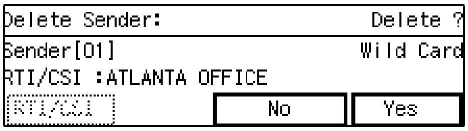


```
Delete Sender:    Enter no. to delete
01 ATLANTA OFFICE
↑Prev.  ↓Next               PrevMenu
```

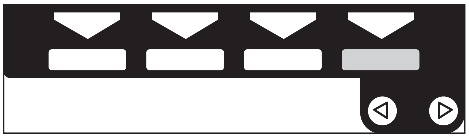
Note

- ❒ If you make a mistake, press **【Clear/Stop】** and enter a correct number.

8 **Press [Yes].**



```
Delete Sender:              Delete ?
Sender[01]                 Wild Card
RTI/CSI :ATLANTA OFFICE
RTI/CSI             No        Yes
```



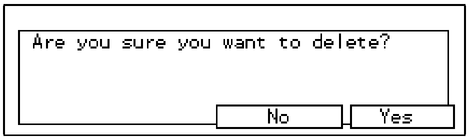
THYS620E

Note

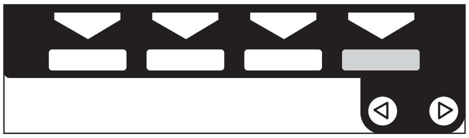
- ❒ If you press **[No]**, the sender is not deleted and the display shown in 7 appears again.

9 **Press [Yes].**

The sender is deleted.



```
Are you sure you want to delete?
                    No        Yes
```



THYS620E

Note

- ❒ If you press **[No]**, the sender is not deleted and the display shown in 5 appears again.

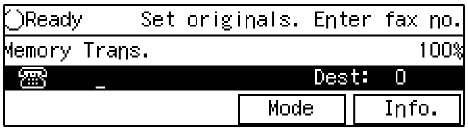
10 **Press [PrevMenu] 3 times.**

11 **Press the 【User Tools/Counter】 key.**

Sender/Authorized Reception List

Print this list to find out which Specific Senders are currently programmed.

1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**

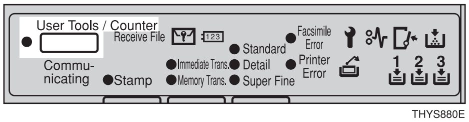


```
◯Ready      Set originals. Enter fax no.
Memory Trans.                       100%
 ☎      _               Dest:  0
                      Mode      Info.
```

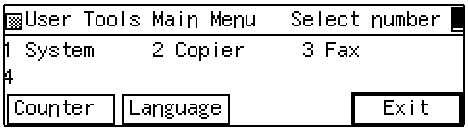
Note

- ❒ If the standby display is not shown, press the 【**Fax**】 key.

2 **Press the 【User Tools/Counter】 key.**



3 **Enter the number of the “Fax”.**



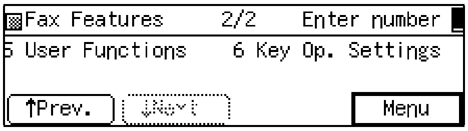
```
▨User Tools Main Menu    Select number █
1 System     2 Copier     3 Fax
4
Counter  Language                Exit
```

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the function number for “Key Op. Settings” using the number keys and press the 【#】 (Enter) key within 3 seconds.**



```
▨Fax Features      2/2    Enter number █
5 User Functions     6 Key Op. Settings

↑Prev.   ↓Next                   Menu
```

Note

- ❒ If “Key Op. Settings” is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the function number for “Authorized RX” using the number keys.**

6 **Enter the function number for “Print Sender List” using the number keys.**

7 **Press the 【Start】 key.**

Note

- ❒ When you press **[Cancel]**, the printing stops and the display shown in 4 appears again.

8 **Press [PrevMenu] twice.**

9 **Press the 【User Tools/Counter】 key.**

Forwarding

Using this feature, you can select messages from Specified Senders to be printed on your machine and then sent on to another fax machine.

This is useful if, for example, you are visiting another office and would like a copy of your messages sent to that office so you can read them.

In this section, the machines that messages are forwarded to are referred to as Forwarding Stations. The locations from which you would like messages forwarded from are referred to as Specific Senders.

You can register:

- 5 Forwarding Stations (up to 32 digits for each number)
- 30 Specific Senders (maximum 10 per Forwarding Station, up to 20 characters)
- Wild Cards ⇒ P.191 *“Wild Cards”*

Important

- ❒ It is recommended that you print the Forwarding/Sender list and keep it when you register or change a receiver or sender. ⇒ P.143 *“REPORTS/LISTS”*

Limitation

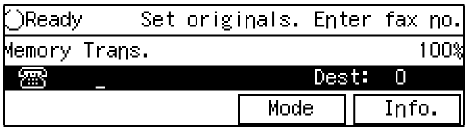
- ❒ This feature only works if the incoming message is from another party that has been programmed as a Specific Sender.
- ❒ The Forwarding function does not forward messages received with Confidential Reception, Polling Reception mode, or messages received by Transfer Request.
- ❒ You cannot register a sender who does not have an RTI or CSI.
- ❒ You can register up to 30 Specific Senders for Forwarding, Special RX Nos., and Authorized Reception functions. You sometimes cannot register 30 senders depending on the number of senders registered with other functions. If you install the optional Fax Function Upgrade, you can register up to 50 senders.

Note

- ❒ You can print a forwarding mark on forward messages. ⇒ P.189 *“Printing the User Parameter List”*
- ❒ To register a sender, use an RTI or CSI.
- ❒ You can find out the RTI or CSI of a sender by looking in the destination name column of the TCR.
- ❒ Before using the Forwarding function, register Forwarding Stations and select the messages to forward. ⇒ P.146 *“INITIAL SETUP RX”*
- ❒ You can specify whether or not to send received messages on to another fax machine automatically. See “Changing User Parameters” ⇒ P.184 *“Changing the User Parameters”*. This feature is called “Forwarding”. The default setting is “Off”.
- ❒ You can specify whether or not to print forwarded messages. This feature is called “Local Printing”. The default setting is on. ⇒ P.184 *“Changing the User Parameters”*

Registering Forwarding Stations

1. **Make sure that the machine is in Facsimile mode and the standby display is shown.**

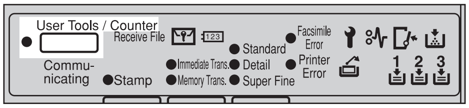


Ready Set originals. Enter fax no.
Memory Trans. 100%
Dest: 0

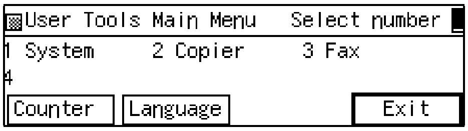
Note

- ❒ If the standby display is not shown, press the 【**Fax**】 key.

2. **Press the 【User Tools/Counter】 key.**



3. **Enter the number of the “Fax”.**



User Tools Main Menu Select number
1 System 2 Copier 3 Fax
4

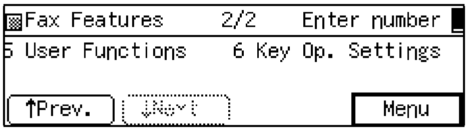
The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4. **Enter the function number for “Key Op. Settings” using the**

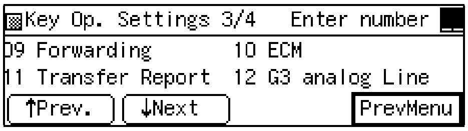
number keys and press the 【#】 key within 3 seconds.


▨Fax Features 2/2 Enter number
5 User Functions 6 Key Op. Settings

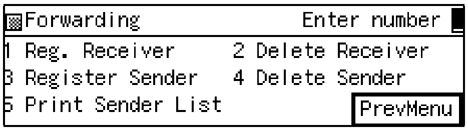
Note

- ❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

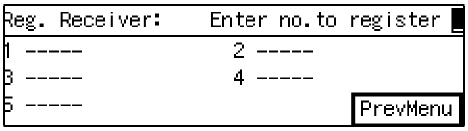
5 **Enter the function number for "Forwarding" using the number keys.**


▨Key Op. Settings 3/4 Enter number
09 Forwarding 10 ECM
11 Transfer Report 12 G3 analog Line

6 **Enter the function number for "Reg. Receiver" using the number keys.**


▨Forwarding Enter number
1 Reg. Receiver 2 Delete Receiver
3 Register Sender 4 Delete Sender
5 Print Sender List

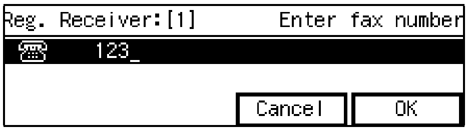
7 **Choose a receiver (Forwarding Station) to program be entering the its code number.**

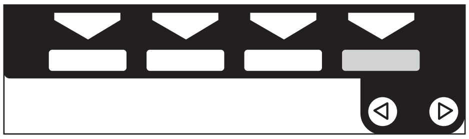

Reg. Receiver: Enter no.to register
1 ----- 2 -----
3 ----- 4 -----
5 -----

Note

- ❒ If you make a mistake, press **[Cancel]** and enter a correct number.

8 **Enter the Forwarding Station's fax number using the number keys and select the communication type, then press [OK].**

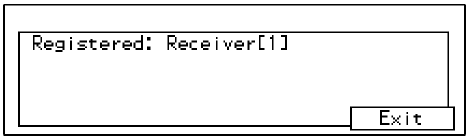

Reg. Receiver:[1] Enter fax number
☎ 123_

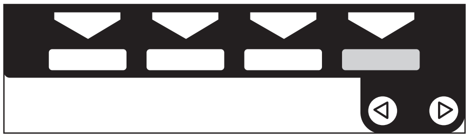


Note

- ❒ If you make a mistake, press the 【Clear/Stop】 key and enter a correct number.

9 **Press [Exit].**


Registered: Receiver[1]

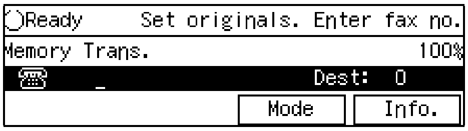


10 **Press [PrevMenu] 3 times.**

11 **Press the 【User Tools/Counter】 key.**

Deleting a Forwarding Station

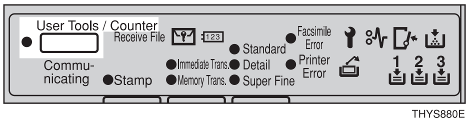
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**


Ready Set originals. Enter fax no.
Memory Trans. 100%
☎ _ Dest: 0

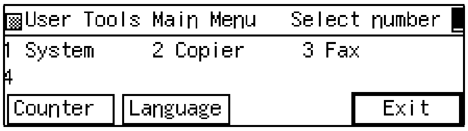
Note

- ❒ If the standby display is not shown, press the 【Fax】 key.

2 Press the 【User Tools/Counter】 key.



3 Enter the number of the “Fax”.



▨User Tools Main Menu Select number

1 System 2 Copier 3 Fax

4

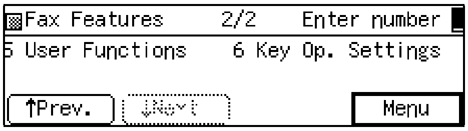
Counter Language Exit

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 Enter the function number for “Key Op. Settings” using the number keys and press the 【#】 (Enter) key within 3 seconds.



▨Fax Features 2/2 Enter number

5 User Functions 6 Key Op. Settings

↑Prev. ↓Next Menu

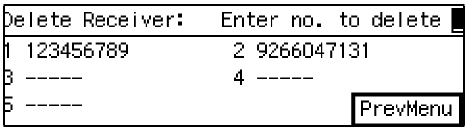
Note

- ❒ If “Key Op. Settings” is not shown, press **[↑Prev.]** or **[↓Next]**.

5 Enter the function number for “Forwarding” using the number keys.

6 Enter the function number for “Delete Receiver” using the number keys.

7 Choose the receiver (Forwarding Station) to delete by entering its code number.



Delete Receiver: Enter no. to delete

1 123456789 2 9266047131

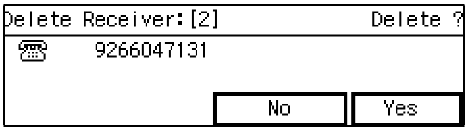
3 ----- 4 -----

5 ----- PrevMenu

Note

- ❒ If you make a mistake, press **[No]** and enter a correct number.

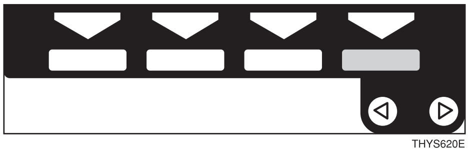
8 Press Yes.



Delete Receiver:[2] Delete ?

☎ 9266047131

No Yes

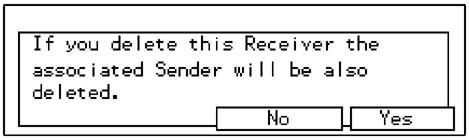


Note

- ❒ If you press No, the Forwarding Station is not deleted and the display shown in 5 appears again.

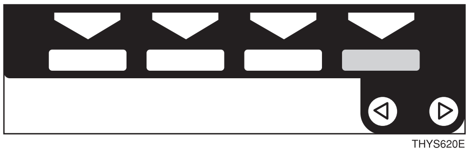
9 Press [Yes].

The Forwarding Station is deleted.



If you delete this Receiver the associated Sender will be also deleted.

No Yes



Note

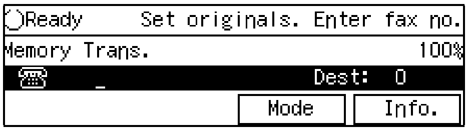
- ❒ When you press **[No]**, the Forwarding Station is not deleted and the display shown in 5 appears again.

10 Press [PrevMenu] 3 times.

11 Press the 【User Tools/Counter】 key.

Registering Specific Senders (Forwarding)

1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**

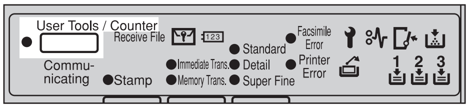


○Ready Set originals. Enter fax no.
Memory Trans. 100%
☎ _ Dest: 0
Mode | Info.

Note

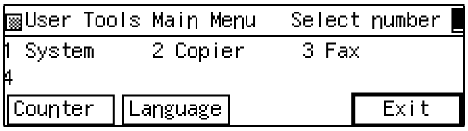
❒ If the standby display is not shown, press the 【**Fax**】 key.

2 **Press the 【User Tools/Counter】 key.**



THYS880E

3 **Enter the number of the Fax mode.**



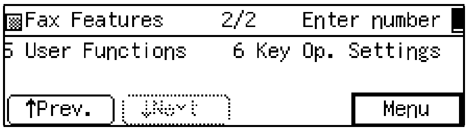
User Tools Main Menu Select number
1 System 2 Copier 3 Fax
4
Counter | Language | Exit

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.**



Fax Features 2/2 Enter number
5 User Functions 6 Key Op. Settings
↑Prev. | ↓Next | Menu

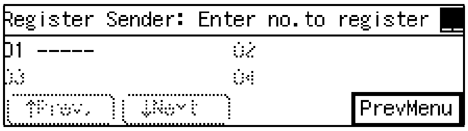
Note

❒ If "Key Op. Settings" is not shown, press [**↑Prev.**] or [**↓Next**].

5 **Enter the function number for "Forwarding" using the number keys.**

6 **Enter the function number for "Register Sender" using the number keys.**

7 **Choose a Specific Sender to register by entering its code number.**

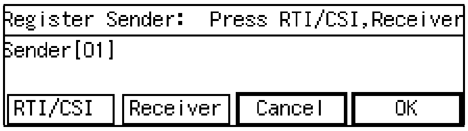


Register Sender: Enter no.to register
01 ----- 02
03 04
↑Prev. | ↓Next | PrevMenu

Note

❒ If you make a mistake, press the 【**Clear/Stop**】 key and enter a correct number.

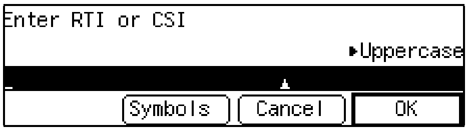
8 **Press [RTI/CSI].**



Register Sender: Press RTI/CSI,Receiver
Sender[01]
RTI/CSI | Receiver | Cancel | OK

THYS670E

9 **Register an RTI or CSI of a sender and press [OK].**



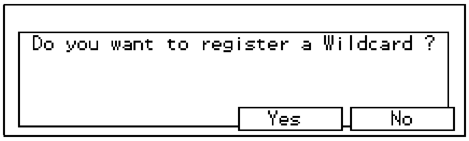
Enter RTI or CSI
▸Uppercase
Symbols | Cancel | OK

THYS620E

Reference

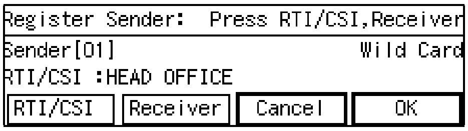
⇒ P.191 *"Entering Text"*

10 Select whether or not to register a sender as a wild card. ⇒ P.191 *"Wild Cards"*.

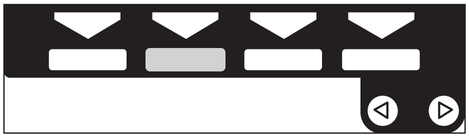


```
Do you want to register a Wildcard ?

                     Yes      No
```

11 Press **[Receiver]**.

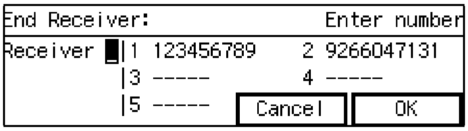


```
Register Sender:  Press RTI/CSI,Receiver
Sender[01]                     Wild Card
RTI/CSI :HEAD OFFICE
RTI/CSI  Receiver  Cancel    OK
```

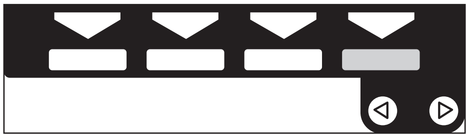


THYS760E

12 Choose the Forwarding Station you want to assign this Specific Sender to: enter its code and press **[OK]**.

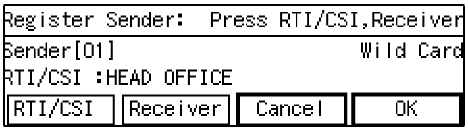


```
End Receiver:                Enter number
Receiver █|1 123456789    2 9266047131
          |3 -----        4 -----
          |5 -----     Cancel    OK
```

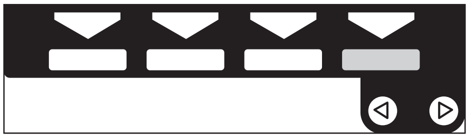


THYS620E

13 Press **[OK]**.



```
Register Sender:  Press RTI/CSI,Receiver
Sender[01]                     Wild Card
RTI/CSI :HEAD OFFICE
RTI/CSI  Receiver  Cancel    OK
```

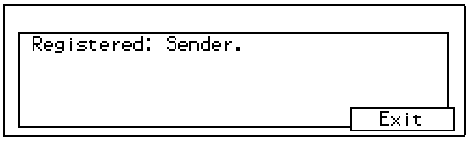


THYS620E

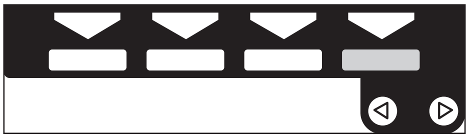
Note

- ❒ If you press **[Cancel]**, the sender is not registered and the display shown in 7 appears again.

14 Press **[Exit]**.



```
Registered: Sender.

                             Exit
```



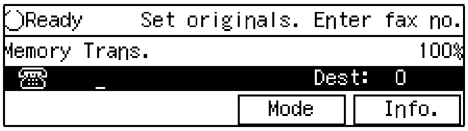
THYS620E

15 Press **[PrevMenu]** 3 times.

16 Press the **【User Tools/Counter】** key.

Deleting a Specific Sender (Forwarding)

1 Make sure that the machine is in Facsimile mode and the standby display is shown.

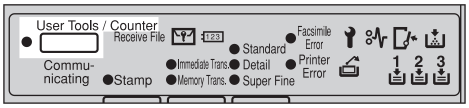


```
○Ready      Set originals. Enter fax no.
Memory Trans.                       100%
 ☎     _                     Dest:  0
                          Mode     Info.
```

Note

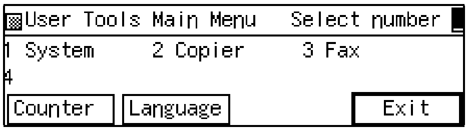
- ❒ If the standby display is not shown, press the **【Fax】** key.

2 Press the **【User Tools/Counter】** key.



THYS880E

3 Enter the number of the "Fax".



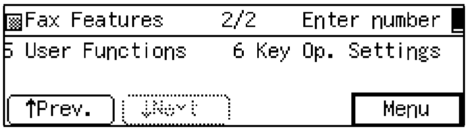
```
▨User Tools Main Menu   Select number █
1 System     2 Copier     3 Fax
4
Counter  Language              Exit
```

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.**



Fax Features 2/2 Enter number

5 User Functions 6 Key Op. Settings

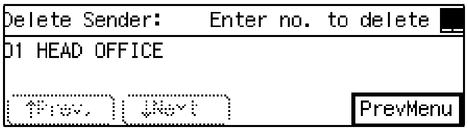
Note

- ❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the function number for "Forwarding" using the number keys.**

6 **Enter the function number for "Delete Sender" using the number keys.**

7 **Choose the Specified Sender you want to delete by entering its code with the number keys.**



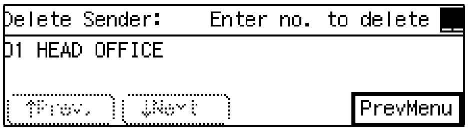
Delete Sender: Enter no. to delete

01 HEAD OFFICE

Note

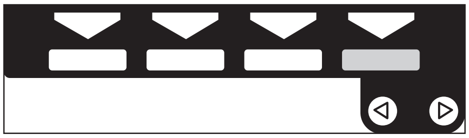
- ❒ If you make a mistake, press the **【Clear/Stop】** key and enter a correct number.
- ❒ If you have a mistake with the second digit, press **[No]** and enter the number again.

8 **Press [Yes].**



Delete Sender: Enter no. to delete

01 HEAD OFFICE



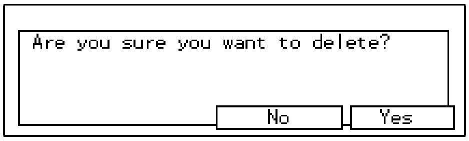
THYS620E

Note

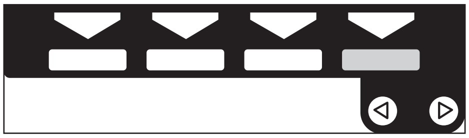
- ❒ If you press **[No]**, the sender is not deleted and the display shown in 7 appears again.

9 **Press [Yes].**

The sender is deleted.



Are you sure you want to delete?



THYS620E

Note

- ❒ If you press **[No]**, the sender is not deleted and the display shown in 5 appears again.

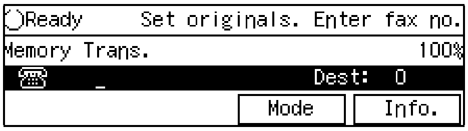
10 **Press [PrevMenu] 3 times.**

11 **Press the 【User Tools/Counter】 key.**

Specified Sender/Forwarding Station list

Print this list to find out which Specific Senders are assigned to which Forwarding Stations.

1 Make sure that the machine is in Facsimile mode and the standby display is shown.

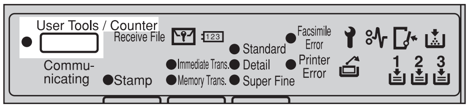


Ready Set originals. Enter fax no.
Memory Trans. 100%
Dest: 0

Note

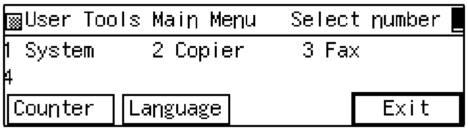
- ❒ If the standby display is not shown, press the 【**Fax**】 key.

2 Press the 【User Tools/Counter】 key.



THYS880E

3 Enter the number of the "Fax".



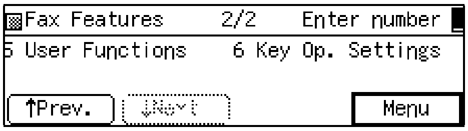
User Tools Main Menu Select number
1 System 2 Copier 3 Fax
4

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.



Fax Features 2/2 Enter number
5 User Functions 6 Key Op. Settings

Note

- ❒ If "Key Op. Settings" is not shown, press [**↑Prev.**] or [**↓Next**].

5 Enter the function number for "Forwarding" using the number keys.

6 Enter the function number for "Print Sender List" using the number keys.

7 Press the 【Start】 key.

Note

- ❒ If you press [**Cancel**] before printing starts, the printing stops.

8 Press [PrevMenu] twice.

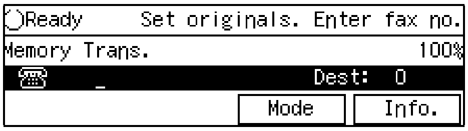
9 Press the 【User Tools/Counter】 key.

ECM

If a part of a transmission fails because of a line problem, the lost data is automatically resent. For this feature to work, the other machine must have ECM. By default, ECM is turned on, but you can change this with the following procedure.

When ECM is off data transmission speed shifts down below 14.4 Kbps and JBIG compression is not available.

1 Make sure that the machine is in Facsimile mode and the standby display is shown.

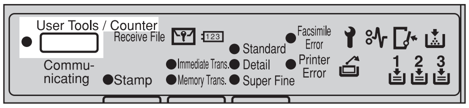


Ready Set originals. Enter fax no.
Memory Trans. 100%
Dest: 0

Note

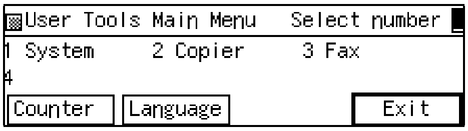
- ❒ If the standby display is not shown, press the 【**Fax**】 key.

2 Press the 【User Tools/Counter】 key.



THYS880E

3 Enter the number of the Fax mode.

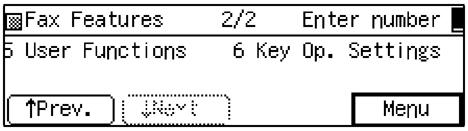


The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

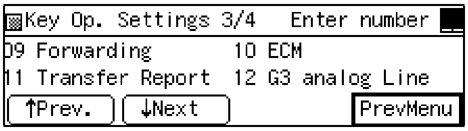
4 Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.



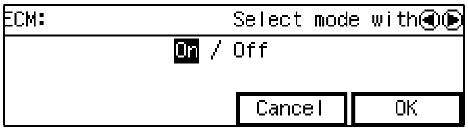
Note

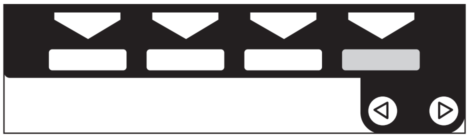
- ❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 Enter the function number for "ECM" using the number keys.



6 Switch ECM on or off using the ◁ or ▷ key and press [OK].





THYS620E

Note

- ❒ If you press **[Cancel]**, the previous setting is not changed and the display shown in step 5 appears again.

7 Press [PrevMenu].

8 Press the 【User Tools/Counter】 key.

Transfer Report

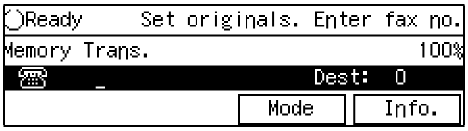
For the requesting party to be able to receive Transfer Result Reports from the Transfer Station, the requesting party must store the number of the telephone line their machine is connected to in their own machine.

Be sure to insert a pause after the area code.

For example, if you are in the United States and your fax number is 212 123 4567, store the following:

- 212-1234567

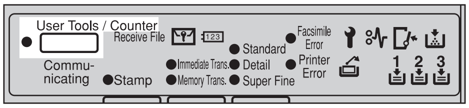
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



Note

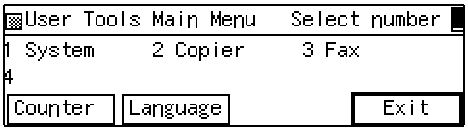
- ❒ If the standby display is not shown, press the 【Fax】 key.

2 Press the 【User Tools/Counter】 key.



THYS880E

3 Enter the number of the “Fax”.

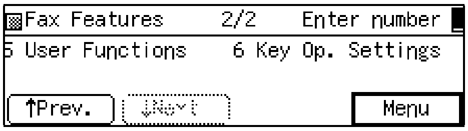


The Facsimile User Tools main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

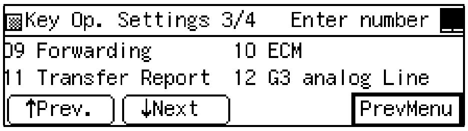
4 Enter the number for “Key Op. Settings” using the number keys and press the 【#】 key within 3 seconds.



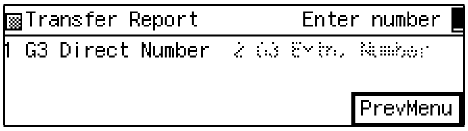
Note

- ❒ If “Key Op. Settings” is not shown, press **[↑Prev.]** or **[↓Next]**.

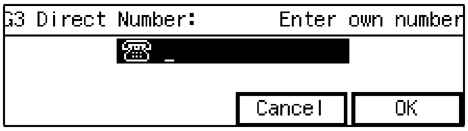
5 Enter the function number for “Transfer Report” using the number keys.



6 Enter the number for “G3 Direct number” using the number keys.



7 Storing your own PSTN G3 Fax Number using the number keys and press [OK].



Note

- ❒ If you store G3 Internal Line Fax number, please contact the service representative.

8 Press [PrevMenu] twice.

9 Press the 【User Tools/Counter】 key.

G3 Analog Line

This function must be set up before you connect the machine to a G3 analog line.

You can register the following items with a G3 analog Line:

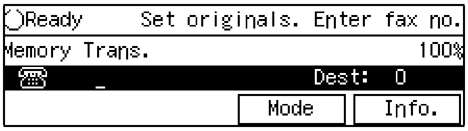
- PSTN Line Type (Dial Pulse/Tone)
- CSI (up to 20 digits)

Note

- ❒ A CSI (Called Station Identification) is notified to a receiver or sender when you send or receive a fax. When the CSI is received, it is shown on the display or printed in a report by the receiver's or sender's machine. The CSI works even if the receiver or sender uses a different make machine.
- ❒ The CSI can contain numerals, a plus sign (+), and spaces. You usually should register your country

code, area code (minus the leading zero) and your fax number in that order.

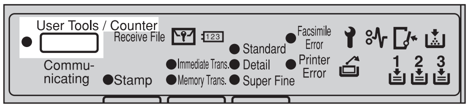
1 Make sure that the machine is in Facsimile mode and the standby display is shown.


Ready Set originals. Enter fax no.
Memory Trans. 100%
☎ _ Dest: 0

Note

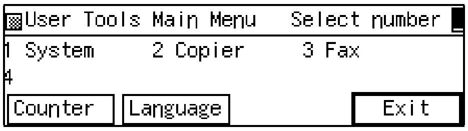
- ❒ If the standby display is not shown, press the 【Fax】 key.

2 Press the 【User Tools/Counter】 key.



THYS880E

3 Enter the number of the "Fax".

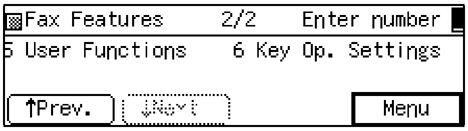

User Tools Main Menu Select number
1 System 2 Copier 3 Fax
4

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

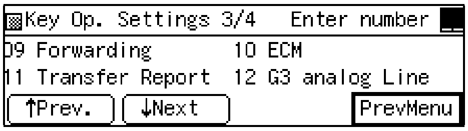
4 Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.


Fax Features 2/2 Enter number
5 User Functions 6 Key Op. Settings

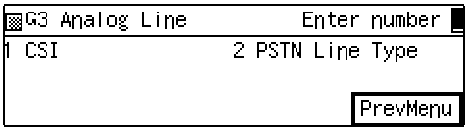
Note

- ❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

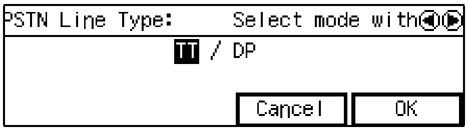
5 Enter the function number for "G3 Analog Line" using the number keys.

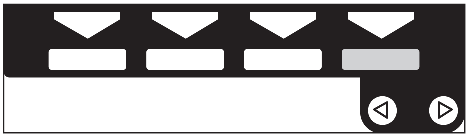

Key Op. Settings 3/4 Enter number
09 Forwarding 10 ECM
11 Transfer Report 12 G3 analog Line

6 Enter the function number for "PSTN Line Type" using the number keys.


G3 Analog Line Enter number
1 CSI 2 PSTN Line Type

7 Select the desired line type and press [OK].


PSTN Line Type: Select mode with◀▶
TT / DP

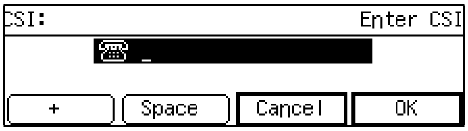


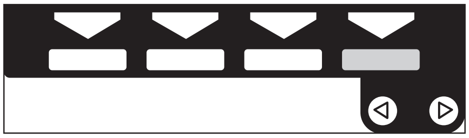
THYS620E

8 Enter the function number for "CSI" using the number keys.

9 Enter CSI and press [OK].

In some countries, you can not use this function.


CSI: Enter CSI
☎ _



THYS620E

10 Press [PrevMenu] twice.

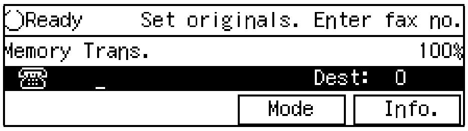
11 Press the 【User Tools/Counter】 key.

Date/Time

Use this function to set your machine's internal clock to the current time and date. This time is shown on the display, printed on pages and used for various features, such as Send Later.

If the current date and time are wrong, use this procedure to correct them.

1 Make sure that the machine is in Facsimile mode and the standby display is shown.

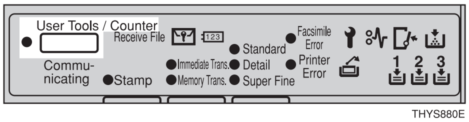


```
○Ready     Set originals. Enter fax no.
Memory Trans.                      100%
 ☎  _                      Dest:  0
                      Mode      Info.
```

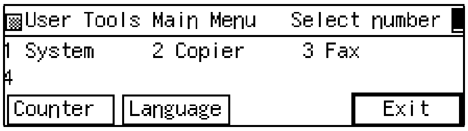
Note

- ❒ If the standby display is not shown, press the 【Fax】 key.

2 Press the 【User Tools/Counter】 key.



3 Enter the number of the "Fax".



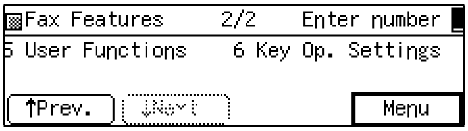
```
▨User Tools Main Menu   Select number █
1 System      2 Copier      3 Fax
4
Counter   Language              Exit
```

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.

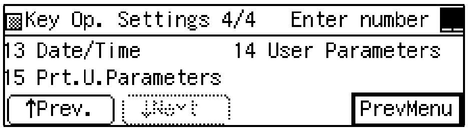


```
▨Fax Features      2/2    Enter number █
5 User Functions     6 Key Op. Settings

↑Prev.  ↓Next                      Menu
```

Note

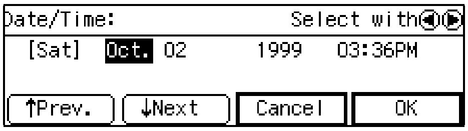
- ❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 Enter the function number for " Date/Time" using the number keys.

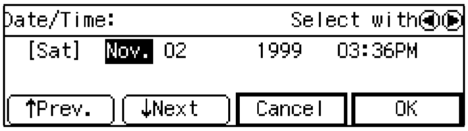


```
▨Key Op. Settings 4/4   Enter number █
13 Date/Time         14 User Parameters
15 Prt.U.Parameters
↑Prev.  ↓Next                  PrevMenu
```

6 Select an item you want to change using the ◁ and ▷ keys, enter the month using [↑Prev.] or [↓Next] and enter the correct date or time using the number keys. Then press [OK].



```
Date/Time:                Select with◁▷
  [Sat]  Oct.  02       1999    03:36PM

↑Prev.   ↓Next    Cancel      OK
```



```
Date/Time:                Select with◁▷
  [Sat]  Nov.  02       1999    03:36PM

↑Prev.   ↓Next    Cancel      OK
```

Note

- ❒ When you enter a date, the day is set automatically.
- ❒ When changing the time, select AM or PM before entering the time.
- ❒ Depending on your area, your machine will either except the date in 12 hours format or 24 hours format.

7 Press [PrevMenu].

8 Press the 【User Tools/Counter】 key.

Summer Time

Whenever local custom requires advancing the clock or setting the clock back, use this feature. You can easily move the clock forwards when daylight saving time begins, and back when it ends. To turn this feature on, change the User Parameter Switch 25 digit 7. ⇒ P.189 *"Printing the User Parameter List"*

Changing the User Parameters

The User Parameters allow you to customize various settings to match your needs.

To change the function settings, set the user parameter switches.

Preparation

Access to some User Parameter Settings requires installation of optional equipment or that other settings be made beforehand.

Switches and Bits

User Parameters are divided into Switches and each switch is divided into eight bits. The right most bit is bit 0 and the left most is bit 7.

Switch 00	0	1	0	0	0	0	0	0
	↓	↓	↓	↓	↓	↓	↓	↓
	7	6	5	4	3	2	1	0

User Parameter List

Switch	Bit	Item	0	1
00	0	Stamp home position	Off	On
	3,2,1	Image density adjustment level home position The higher the level, the greater the image density. 000: Auto Image Density, 001: Level 1 (lightest), 010: Level 2, 011: Level 3, 100: Level 4, 101: Level 5 (darkest), 110: Level 6, 111: Level 7		

01	0	Label Insertion home position	Off	On
	1	Closed Network home position	Off	On
	2	Auto Reduction home position	Off	On
	5	TTI Print home position	Off	On
	7	Return the machine to the initial settings after each communication	Off	On
02	0	Forwarding Mark	Off	On
	3	TSI Print	Off	On

03	0	Printing a Transmission Result Report (Memory Transmission) automatically	Off	On
	2	Printing a Memory Storage Report automatically	Off	On
	3	Printing a Polling Reserve Report automatically	Off	On
	4	Printing a Polling Result Report	Off	On
	5	Printing a Transmission Result Report (Immediate Transmission) automatically	Off	On
	6	Printing a Polling Clear Report automatically	Off	On
	7	Printing a TCR automatically	Off	On
04	0	Printing a Confidential File Report automatically	Off	On
	7	Containing an image in a Transmission Result Report (Memory Transmission), Memory Storage Report, Communication Failure Report, or Transfer Result	Off	On

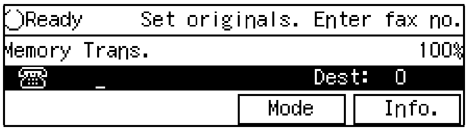
05	0	Receiving in Service Call (SC) Condition	Possible (Substitute Reception)	Not possible
	2,1	Receiving when the machine can not print. 00: Enabled unconditionally, 01: Enabled for RTI/CSI is received, 10: Enabled for Polling ID match, 11: Disabled		
	4	Personal Code Access	Off	On
	5	Just Size Printing	Off	On
	7	Empty cassette alert	Off	On
06	4	Selecting the Sheet to Print the a Quick Dial Label	Paper label sheet	Transparent label sheet
	6	Scanning Start Page of the Book Original	From the left page	From the right page
07	2	Parallel Memory Transmission	Off	On
08	2	Authorized Reception Type	Only receive from specified senders	Receive all message except those from specified senders
10	1	Two in One	Off	On
	3	Auto Reduction in printing	Off	On
11	6	Local Printing at Forwarding	Off	On
	7	Polling file after sending	Delete	Standby

14	0	Printing a document received with Auto Power-On Reception	Immediate printing	When turning on the operation
	1	Well log	Off	On
	2	Batch Transmission	Off	On
	3	Clear modes when switching the application	Off	On
	7	Manual Service report Transmission	Off	On
15	2,1,0	Paper feed Tray 001: First, 010: Second, 011: Third		
	5	Fixed Input tray	On	Off
17	2	Serial Broadcasting Priority	Off	On
18	0	TTI Date	Off	On
	1	TTI Sender	Off	On
	2	TTI File No.	Off	On
	3	TTI Page No.	Off	On
24	1,0	Storing a message in memory which could not be transmitted 00: Off, 01: Store for 24 hours, 11: Store for 72 hours		
25	4	RDS	Off	On
	7	Summer Time	Off	On

How to Specify a User Parameter

- It is recommended that you print the User Parameter list and keep it when you register or change a user parameter. ⇒ P.189 *"Printing the User Parameter List"*
- Do not change any bit switches other than those shown on the previous pages.

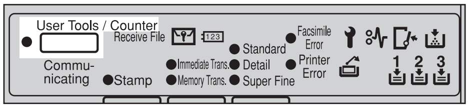
1 Make sure that the machine is in Facsimile mode and the standby display is shown.


```
○Ready    Set originals. Enter fax no.
Memory Trans.                      100%
 ☎  _                  Dest:  0
                      Mode     Info.
```

Note

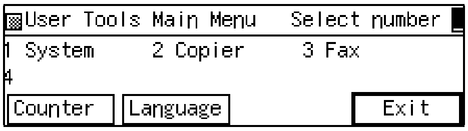
- ❒ If the standby display is not shown, press the 【Fax】 key.

2 Press the 【User Tools/Counter】 key.



THYS880E

3 Enter the number of the "Fax".

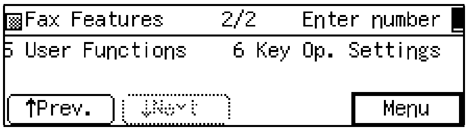

```
▨User Tools Main Menu   Select number ▮
1 System      2 Copier      3 Fax
4
Counter   Language                 Exit
```

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

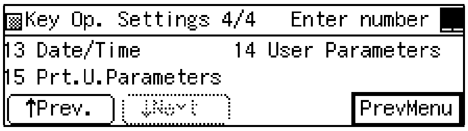
4 Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.


```
▨Fax Features       2/2   Enter number ▮
5 User Functions     6 Key Op. Settings

↑Prev.   ↓Next                     Menu
```

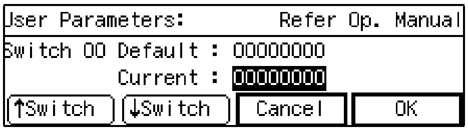
Note

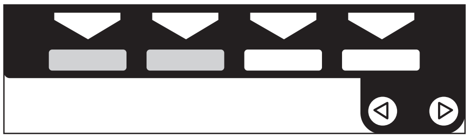
- ❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 Enter the function number for "User Parameters" using the number keys.


```
▨Key Op. Settings 4/4   Enter number ▮
13 Date/Time         14 User Parameters
15 Prt.U.Parameters
↑Prev.   ↓Next                 PrevMenu
```

6 Select a number for a switch you wish to change by pressing [↑Switch] or [↓Switch].


```
User Parameters:          Refer Op. Manual
Switch 00 Default : 00000000
          Current : 00000000
↑Switch   ↓Switch    Cancel       OK
```



THYS850E

7 Press a number key corresponding to the bit number you wish to change e.g., press 【0】 to change bit 0.

8 When you have finished, press [OK].

Note

- ❒ If you press **[Cancel]**, the specified settings are canceled and the display shown in 3 appears again.

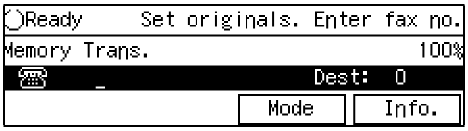
9 Press [PrevMenu].

10 Press the 【User Tools/Counter】 key.

Printing the User Parameter List

Print this list to see the current User Parameter settings.

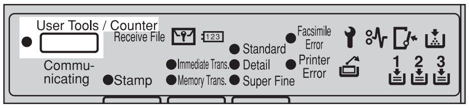
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**


Ready Set originals. Enter fax no.
Memory Trans. 100%
Dest: 0

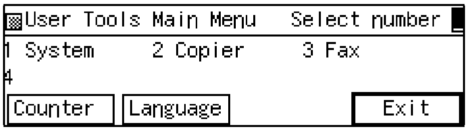
Note

- ❒ If the standby display is not shown, press the 【**Fax**】 key.

2 **Press the 【User Tools/Counter】 key.**



3 **Enter the number of the "Fax".**

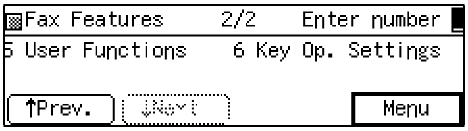

User Tools Main Menu Select number

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

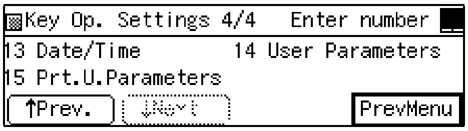
4 **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.**


Fax Features 2/2 Enter number

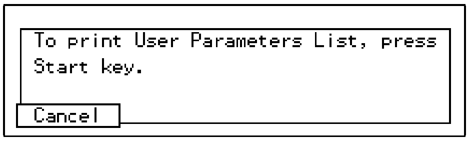
Note

- ❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the function "Prt.U.Parameters" using the number keys.**


Key Op. Settings 4/4 Enter number

6 **Press the 【Start】 key to print the list.**


To print User Parameters List, press Start key.

Note

- ❒ If you press **[Cancel]** before printing starts, the printing stops and the display shown in 3 appears again.

7 **Press [PrevMenu].**

8 **Press the 【User Tools/Counter】 key.**

Paper Feed Selection

Using this feature, you can select which tray to print out the message. If you wish to use this feature, change User Parameter Switch 15 digits 0 to 2.

RDS (Remote Diagnostic System)

If your machine has a problem, a service representative can perform various diagnostic tasks over the telephone line from the service station to try to find out what is wrong with your machine. The service technician can also use RDS to change some of your machine's settings if you request it.

If you wish to use this feature, change User Parameter Switch 25 digit 4.

8. Entering Text

ENTERING AND MODIFYING TEXT

This section describes how to enter characters. When you enter a character, it is shown at the position of the cursor. If there is a character at the cursor position, the entered character is shown before the character.

Available Characters

- Alphabetic characters
  ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols
- Numerals
  0123456789

Keys

❖ **Number keys**

Use to enter numbers.

❖ **Quick Dial 01/13 to Quick Dial 17/29 (A to Z)**

Press these keys to enter upper and lower case letters.

❖ **[A←→a] key**

Use to switch between upper and lower case.

❖ **Quick Dial 14/30**

Press to enter a space.

❖ **【Clear/Stop】key**

Deletes a character at the cursor position. You can delete a character at the right end of a line even if the cursor is placed to the right of the character.

❖ **◁ and ▷**

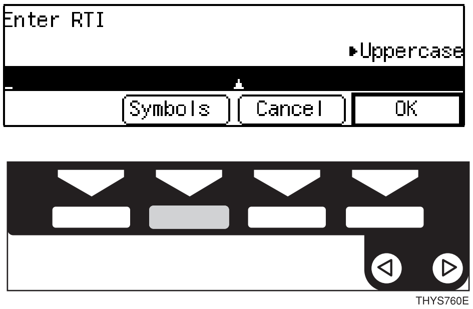
Use to move the cursor left or right.

❖ **【Insert】key**

Press if you wish to insert characters.

Note

- ☐ If you wish to enter symbols, use the **[Symbols]** key.



- ☐ Flip the plate to access Quick Dial keys not shown.
- ☐ Quick Dial 01/13 means Quick Dial key 01 or 13.

Wild Cards

When you register RTIs or CSIs for multiple destinations, you can register a sequence of characters common to these identifications as a wild card instead of registering every identification.

If a destination has an RTI or CSI containing a wild card, the machine determines that the destination matches the registered destination.

❖ Not using a wild card

Destination to be registered (RTI)	Number of registered identifications
NEW YORK BRANCH HONG KONG BRANCH SYDNEY BRANCH	3

❖ Using a wild card

Destination to be registered (RTI)	Number of registered identifications
BRANCH	1

Limitation

- ❒ You can register up to 30 wild cards.

Note

- ❒ Compare identifications by neglecting spaces.
- ❒ You can use wild cards for the following functions:
  - P.171 *"Forwarding"*
  - P.162 *"Special Senders to Treat Differently (Special RX Nos.)"*
  - P.167 *"Authorized Reception"*

How To Enter Text

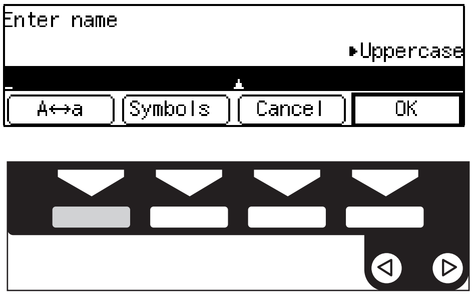
Use Quick Dial keys 01/17 to 13/29 for entering letters.

If you wish to enter another letter, press the same Quick Dial key again.

Quick Dial Key	Letters	Quick Dial Key	Letters
01/17	A - B	09/25	Q - R
02/18	C - D	10/26	S - T
03/19	E - F	11/27	U - V
04/20	G - H	12/28	W - X
05/21	I - J	13/29	Y - Z
06/22	K - L	14/30	Space
07/23	M - N	15/31	Nothing
08/24	O - P	16/32	Nothing

Entering letters

1 **Press [A←→a] to switch between Uppercase and Lowercase.**



2 **Press a Quick Dial key.**

A letter is entered and the cursor moves.

Note

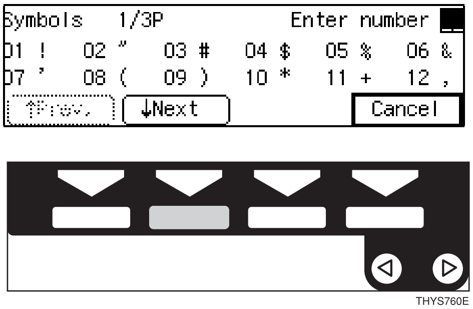
- ❒ If you wish to you enter another character continuously, repeat step 2.

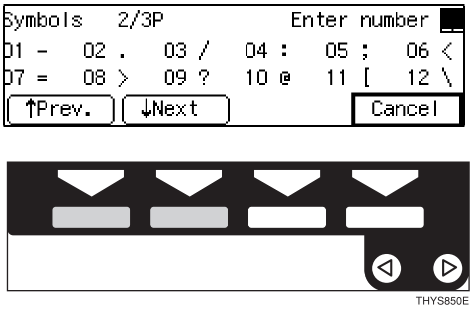
Entering symbols

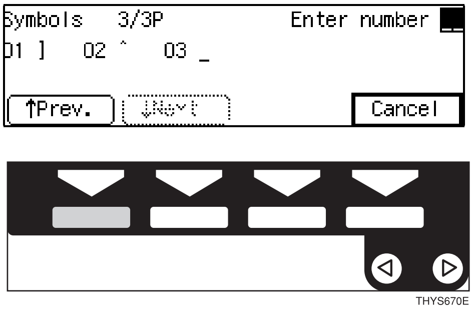
1 **Press [Symbols].**

The available symbols are shown on the display.

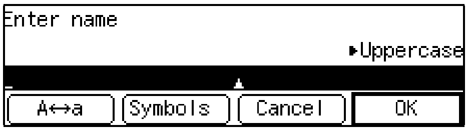
2 **Select the desired symbol by pressing [↑Prev.] and [↓Next].**


Symbols 1/3P Enter number
01 ! 02 " 03 # 04 $ 05 % 06 &
07 ' 08 (09) 10 * 11 + 12 ,


Symbols 2/3P Enter number
01 - 02 . 03 / 04 : 05 ; 06 <
07 = 08 > 09 ? 10 @ 11 [12 \


Symbols 3/3P Enter number
01] 02 ^ 03 _

3 **Enter the number for the symbols using the number keys.**


Enter name
▸Uppercase
_

The symbols is entered and the cursor moves.

Note

- ❒ If you wish to you enter another symbol, repeat steps 2 and 3.

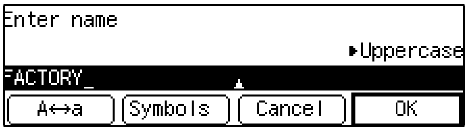
Entering numbers

1 **Press a number keys.**

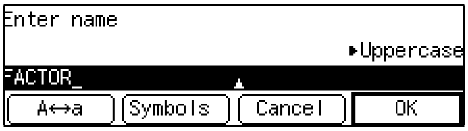
The numeral is entered and the cursor moves.

Deleting characters

1 **Press the ◁ and ▷ keys to move the cursor to a character you want to delete.**


Enter name
▸Uppercase
FACTORY_

2 **Press the 【Clear/Stop】 key.**


Enter name
▸Uppercase
FACTOR_

The character at the cursor position is deleted .

Note

- ❒ If you wish to delete another character, repeat steps 1 and 2.

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9. Maintaining Your Machine

CONNECTING THE MACHINE TO A TELEPHONE LINE AND TELEPHONE

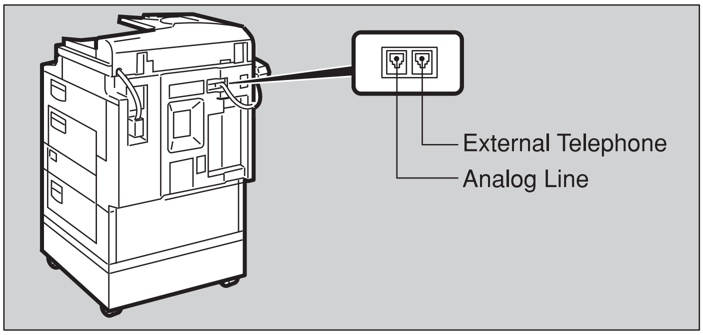
Connecting The Telephone Line

To connect the machine to a telephone line, use a snap-in modular type connector.

Important

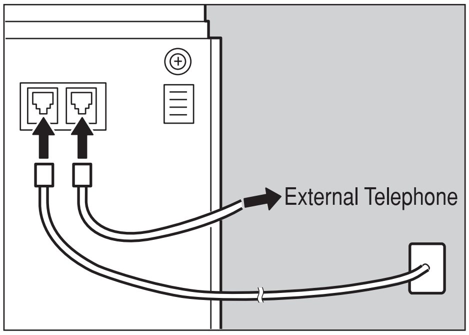
❒ Make sure the type of modular connector.

❖ **Where to connect the machine**



THYH610E

❖ **When using a modular type connector**



THYH620E

Connecting The Optional External Telephone

You can connect the handset and an external telephone to the machine. You can use them for telephone calls.

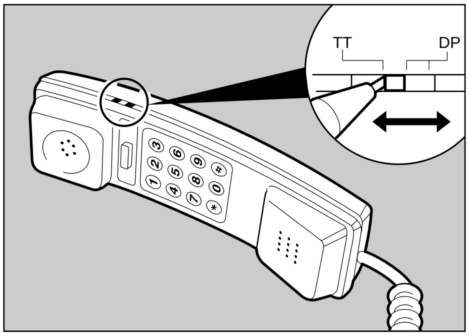
Note

- ❒ Some telephone may not be connected or may suffer reduced functionality.

Limitation

- ❒ When you use the handset or an optional external telephone with the On Hook Dial key for telephone calls, you can not talk with the other party without pressing the On Hook Dial key or Stop key after taking off the receiver.

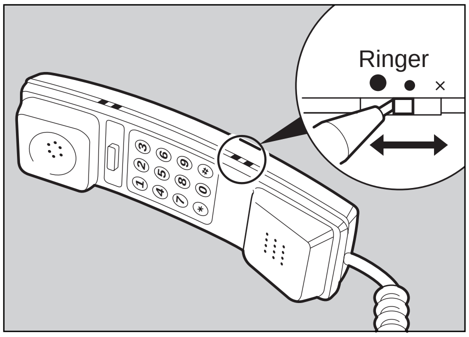
❖ Specifying the handset line type



ND1X00E0

The switch on the handset should be in the appropriate position-TT (Tone Dialing) or DP (Pulse Dialing).

❖ Adjusting the handset bell volume



ND1X00E1

Adjust the handset ringer volume using the volume switch.

Selecting The Line Type

Select the line type to which the machine is connected. There are two types: tone and pulse dial.

Select the Line Type using “PSTN Line Type” in ”Key Operator Settings”.⇒ P.180 *“G3 Analog Line”* The default settings is ”Tone”.

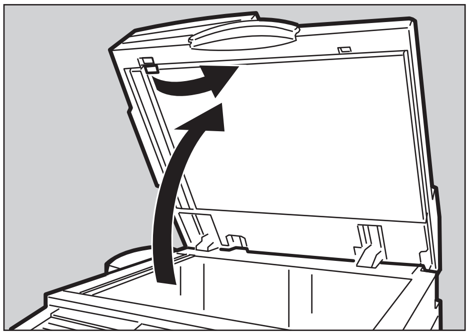
REPLACING THE STAMP CARTRIDGE

When the stamp is getting to become lighter, replace the cartridge.

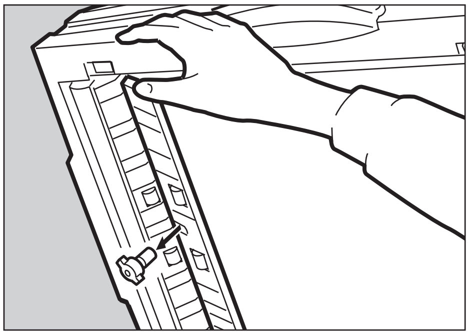
Note

❒ Use the cartridge specified for this machine.

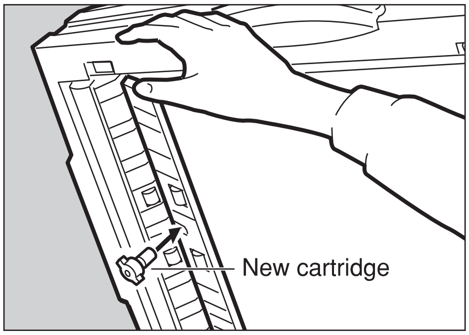
1 Lift the document feeder and pull out the green tab to open the stamp cover.



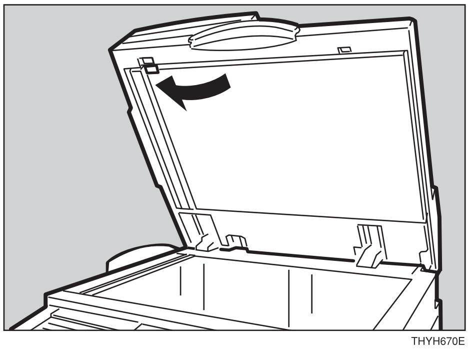
2 Pull out the cartridge.



3 Set a new cartridge.



4 **Put back the green tub.**



5 **Close the document feeder.**

Note

- ❒ Hold down the center part of the cover to make sure that it is closed completely.

OPTIONAL EQUIPMENT

Fax Function Upgrade

A Fax Function Upgrade can be added. By installing this option, you can use JBIG transmission/reception and the following features.

Note

❒ If you would like to install this option, please contact your service representative.

Extended Features

You can use extend the following features.

Function	**Without Fax Function Upgrade**	**With Fax Function Upgrade**
Speed dial code	100	1000
Group dial code	9	30
Personal code	20	50
Memory Transmission file	100	1000
Auto Document	6	18
Communication Result	last 200 communication	last 900 communication
Specific Sender	30	50

Expansion Memory (32MB:DIMM)

This allows you to send and receive fax messages at high resolution (Fine or Super Fine). If you need this option, please consult your service representative.

PC-FAX Expander

By installing a PC-FAX Expander, you can use this machine as a scanner, a PC FAX modem and a convenience printer. If you need this option, please consult your service representative.

SPECIFICATIONS

Standard	**G3**
Resolution	8 × 3.85/mm•200 × 100 dpi (Standard), 8 × 7.7/mm•200 × 200 dpi (Detail), 8 × 15.4/mm (Fine: Optional Expansion Memory required), 16 × 15.4/mm•400 × 400 dpi (Super Fine: Optional Expansion Memory required)
Transmission Time	3 seconds at 28,800bps, Standard resolution
Data Compression	MH, MR, MMR, JBIG (Fux Function Upgrade Option required)
Maximum Original Size	Standard size: A3/DLT Irregular size: 304 × 432 mm
Maximum Scanning Size	297 mm × 1,200 mm/11" × 47"
Print Process	Printing on standard paper using the laser
Transmission Speed	33,600/31,200/28,800/26,400/24,000/21,600/19,200/16,800/14,400/12,000/9,600/7,200/4,800/2,400 bps (auto shift down system)

❖ Power Consumption

Transmission	107W
Reception	102W
Printing (Average)	295W
Standby mode	103W
Energy Saving mode	24W
Maximum power consumption	1200W

FUNCTION LIST

Advanced Transmission Features

Feature name	**Description**	**Reference**
Send Later	Sets the machine to automatically start transmission or polling reception at an appointed time.	P.64 *"SEND LATER"*
Confidential Transmission	Sends a confidential message. This feature is divided into Default ID Confidential Transmission and Override ID Confidential Transmission.	P.66 *"CONFIDENTIAL TRANSMISSION"*
Personal Code TX	This will help you to check up on who has been using the machine and how often.	P.68 *"PERSONAL CODE TRANSMISSION"*
Auto Document	Stores a commonly used original and prints or sends it directly.	P.70 *"SENDING AN AUTO DOCUMENT"*
Book Fax	When sending a book-type original, this feature scans and sends the right and left pages one by one.	P.72 *"BOOK FAX"*
Irregular Scan Area	When sending a non-standard size original, this feature specifies the length and width. The machine scans the original in the specified size.	P.139 *"Registering Irregular Area"*
Send First	You can have your message sent before any other queued messages.	P.76 *"SEND FIRST"*
Transmission Deadline	You specify the deadline for the transmission and, when it cannot be sent because the line to the destination is busy, the machine redials any number of times until the specified time is reached.	P.78 *"TRANSMISSION DEADLINE (TRD)"*

Feature name	**Description**	**Reference**
Polling Transmission	Upon request from a destination, the machine sends an original stored in memory. This feature is divided into Free Polling, default ID Polling Transmission, and Override ID Polling Transmission.	P.80 *"POLLING TRANSMISSION"*
Polling Reception	Sends a transmission request to the other party and receives a message from the receiver. This feature is divided into Default ID polling Reception and ID Override Polling Reception.	P.84 *"POLLING RECEPTION"*
Transfer Request	Sends an original to a destination via a facsimile equipped with the transfer station capability.	P.87 *"TRANSFER REQUEST"*

Options	**Description**	**Reference**
TTI Print	You can print a message including the name registered as a TTI on the received message for each file.	P.90 *"TTI (Transmit Terminal Identification) Print"*
Label Insertion	If you register the receiver's name in a Quick dial or speed dial, something followed by the receiver's name is automatically printed at the top of the received message.	P.90 *"Label Insertion"*
Create Margin Transmission	Your message is sent at a reduced size (93%) with a blank margin on the left.	P.90 *"Create Margin Transmission"*
Auto Reduction	If the receiver uses paper narrower than the message, it is sent reduced to the receiver paper.	P.90 *"Auto Reduction"*

Options	Description	Reference
Closed Network	Sends an original only to the machine of the same Polling ID as that registered in the machine.	P.91 *"Closed Network"*

Communication Information

Feature name	Description	Reference
Checking and Canceling the Transmission Files	This feature cancels, confirms, or changes a file (reservation) for Memory Transmission, Confidential Transmission, Transfer Request, Polling Reception, or Polling Transmission.	P.93 *"CHECKING AND CANCELING TRANSMISSION FILES"*
Printing the TX File List	The transmission file list can be manually printed. This list allows you to know the files stored in memory or the file numbers.	P.99 *"PRINTING A LIST OF FILES IN MEMORY (PRINT TX FILE LIST)"*
Displaying the Transmission Result	Part of the TCR can be shown on the display. The results of the last 50 transmissions are displayed from the latest one.	P.100 *"CHECKING THE TRANSMISSION RESULT (TX STATUS)"*
Displaying the Reception Result	Part of the TCR (Transaction Confirmation Report) can be shown on the display. The results of the last 50 receptions are displayed from the latest one.	P.101 *"CHECKING THE RECEPTION RESULT (RX STATUS)"*
Printing a Confidential Document	Prints messages received in Confidential Reception mode.	P.102 *"PRINTING A CONFIDENTIAL MESSAGE"*
Printing the TCR	The TCR (Transaction Confirmation Report) can be manually printed. This report shows the results of the communications.	P.104 *"PRINTING THE TCR"*
Displaying the Memory Status	The status of the memory is shown on the display.	P.105 *"DISPLAYING THE MEMORY STATUS"*

User Tools

Feature name	**Description**	**Reference**
Register/Delete Quick Dial	When you register a destination in a Quick Dial, you can specify the destination only by pressing the Quick Dial key.	P.117 *"Registering Quick Dials"*
Register/Delete Group Dial	When you register several destinations as a group in a quick dial, you can specify all the destinations by just pressing a quick dial key.	P.124 *"Registering Groups"*
Register/Delete Speed Dial	When you register a destination in a speed dial, you can specify the destination by entering the two-digit or three-digit speed dial code after pressing the Speed Dial key.	P.128 *"Registering Speed Dials"*
Store/Delete Keystroke Program	Allows you to store a frequently used function or destination in a Quick Dial.	P.132 *"Storing Keystroke Programs"*
Register/Delete Auto Document	Allows you to store a frequently used original in. You can print or send the original directly as necessary.	P.136 *"Registering Auto Documents"*
Register/Delete Irregular Area	Registers a frequently used original size in advance when you send a message with the Irregular Scan Area function.	P.139 *"Registering Irregular Area"*

Feature name	**Description**	**Reference**
REPORTS/LISTS	This feature allows you to print various reports and lists manually. You can print the following reports and lists: • TCR (Transaction Confirmation Report) • Quick Dial list • Group Dial list • Keystroke Program list • Speed Dial list • Auto Document list • Auto Document Originals	P.143 *"REPORTS/LISTS"*
INITIAL SETUP TX	Setting the default setting for the transmission mode and scanning conditions. When you switch the power on, the machine settings the items specified with this feature.	P.144 *"INITIAL SETUP TX"*
INITIAL SET UP RX	Allows you to switch the following reception functions to On/Off: • Reception Mode • Checkered Mark • Center Mark • Print RX Time • Authorized RX • Special RX Nos. • Forwarding • Reverse Order Printing • Bypass Paper Size	P.146 *"INITIAL SETUP RX"*
Assigning User Function Keys	Stores a frequently used function in a User Function Key (**【F1】** to **【F4】**).	P.149 *"ASSIGNING USER FUNCTION KEYS"*

Feature name	**Description**	**Reference**
Key Operator Settings / Personal Code	Registers personal code for each person. When every user enters a personal codes in sending messages, you can check the usage status for each person.	P.151 *"KEY OPERATOR SETTINGS"*
RTI/TTI	Registers information (RTI) to be shown on the display and printed in a report by a receiver's or sender's machine. This feature also registers information (TTI) to be printed from a destination machine when you send a fax.	P.156 *"RTI/TTI"*
Counters	Check the transmission, reception, and totals on the display.	P.158 *"Counters"*
Monitor Volume	Adjusts the volume of monitoring and beeper sounds from the speaker inside the machine.	P.159 *"Monitor Volume"*
Economy Transmission	Economy Transmission means to send a fax when communication charges are lower. The Economy TX feature registers this time.	P.160 *"Registering The Economy Transmission Time"*
ID Code	Registers an ID required for Default ID Polling Transmission, Default ID Polling Reception, or Closed Network.	P.161 *"ID Code"*
Special RX Nos.	Allow messages from specified senders to be treated differently.	P.162 *"Special Senders to Treat Differently (Special RX Nos.)"*
Authorized Reception	When you register specific senders in advance, you can restrict senders from whom you receive message.	P.167 *"Authorized Reception"*
Forwarding	Transfers received messages to a registered receiver (forwarding destination).	P.171 *"Forwarding"*

Feature name	**Description**	**Reference**
ECM	If a part of transmission fails due to a telephone line fault, this feature resends the failed part automatically.	P.178 *"ECM"*
Transfer Report	Registers a G3 Direct number for receiving Transfer Result Reports from the Transfer Station.	P.179 *"Transfer Report"*
G3 Analog Line	Registers an own analog number, line type, and CSI when you connect the machine to the G3 analog line.	P.180 *"G3 Analog Line"*
Date/Time	Adjusts the date and the time as a reference.	P.182 *"Date/Time"*
Changing User Parameters	Allows you to change the function settings to meet your needs.	P.184 *"Changing the User Parameters"*
Printing User Parameter List	Allows you to print and check User Parameters settings.	P.189 *"Printing the User Parameter List"*

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